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ABSTRACT

The guide was designed to help immigrants and refugees, learners of English as a Second Language, prepare for employment in the United States. While the focus is on development of job search, application, and work environment skills, development of appropriate vocabulary, some grammar, and communication skills are also emphasized. The materials consist of 13 topical instructional units, each containing background information, topic-related forms, dialogues, vocabulary, grammar practice, and some exercises. Unit topics include: learning about the local job market; what employers are looking for in a good worker; attitudes supporting success; work and welfare; paycheck deductions; preparing to look for a job; job search methods; filling out application forms; setting goals, writing resumes and personal information sheets; basic interview skills; what not to do in interviews; career planning; and on-the-job relationships. (MSE) (Adjunct ERIC Clearinghouse on Literacy Education)

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BECOMING SELF SUFFICIENT

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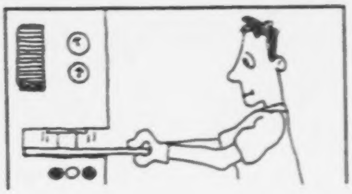
I WANT A JOB



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REAL JOBS FOR REAL PEOPLE

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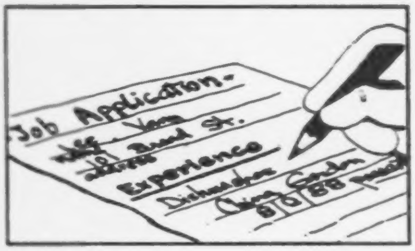

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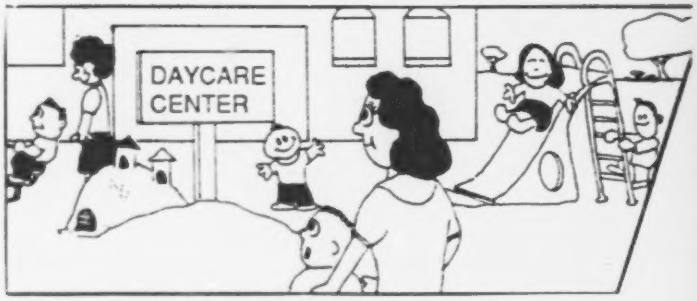

EARNING A LIVING

BEST COPY AVAILABLE

FINDING OUT ABOUT JOBS

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I WANT TO WORK

FL 801 124

Brigitte Mingkwan
Fresno County Office of Education

REAL JOBS FOR REAL PEOPLE

Introduction For Students

This book was written to help you prepare for employment. Getting ready to work, deciding what kind of work to apply for, understanding all you need to know about working in the United States and finding a job can be very difficult.

If you are a newcomer to this country or if you have little or no work experience in the United States, this book should be able to help you.

You may read about some new ideas. Maybe you will not agree with everything this book has to say. But try to remember that it was written to help you. Think about the ideas and suggestions.

Each unit includes a lot of new vocabulary. However, the main purpose of this book is not to teach you a lot of new words but to help you understand the skills you need to be successful in the United States.

Each unit gives you the opportunity to practice some grammar and improve your oral communication skills. Even if your written English is pretty good, speaking clearly is the skill you need the most if you want to show employers that you have the skills they are looking for.

When you have finished the course, keep the book with you because you can use it for reference in the future.

Good luck with your job search. I hope this book will help you to become successful.

Brigitte Mingkwan
Program Specialist
Fresno County Office of Education

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***_The Job Box Second Edition - Pacemaker Occupational Resource Module. Fearon Education - a division of David S. Lake Publishers, Belmont, California. ISBN 0-8224-4037-7_

◆ _Graphics for this activity are the original work of Lersak Pongluelert._

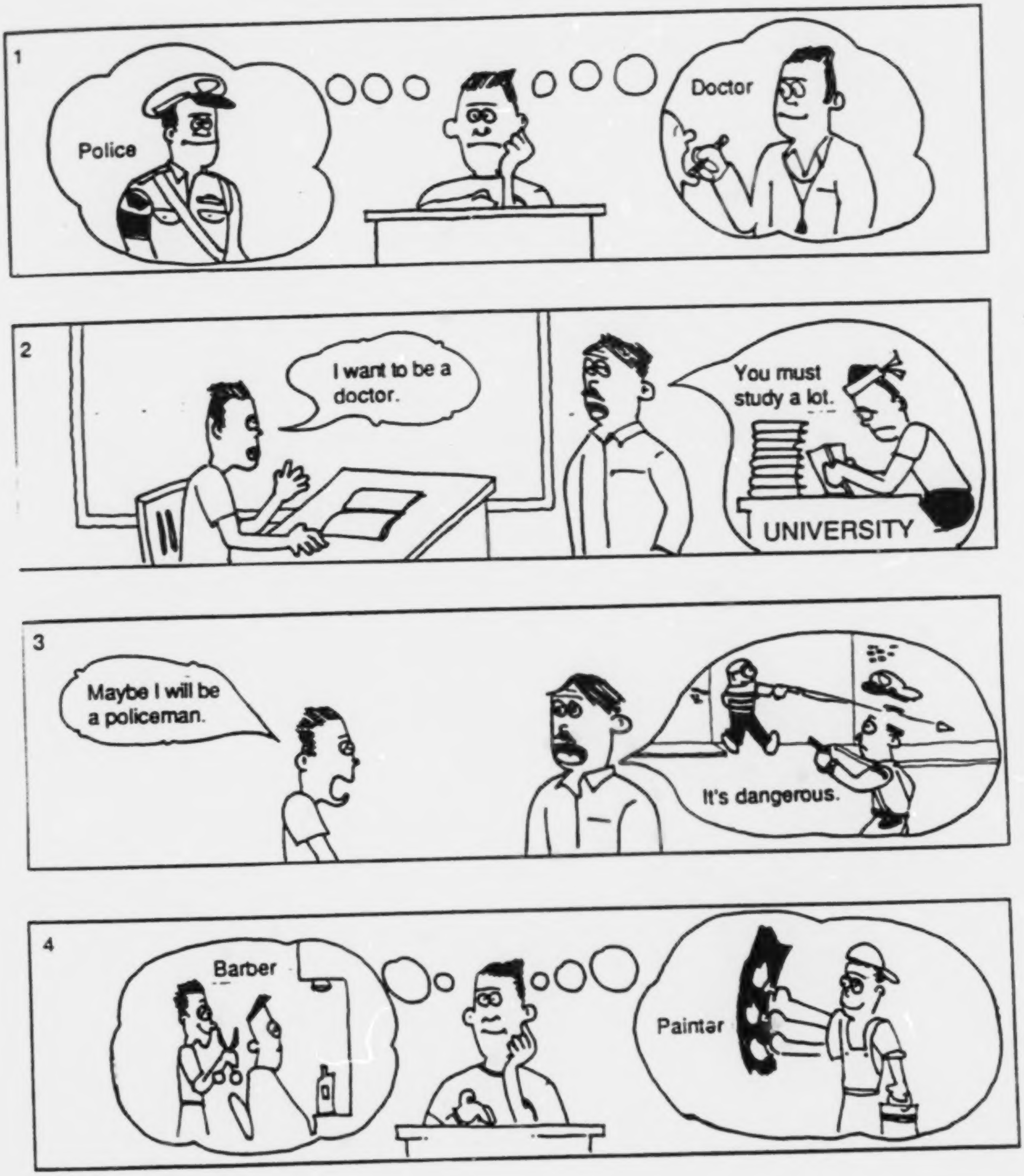
The development of this student book began as a Refugee Specific, Targeted Assistance project at Fresno City College Independence Center, funded by the Fresno County Department of Social Services. It was continued and completed by the GAIN Basic Education Management Services Division of the Fresno County Office of Education.

THE INFORMATION IN THIS STUDENT BOOK IS CONSTANTLY BEING REVISED. PLEASE CHECK WITH THE FRESNO COUNTY OFFICE OF EDUCATION, GAIN BASIC EDUCATION MANAGEMENT SERVICES, TEL. (209) 488-7579, TO ENSURE THAT YOU HAVE THE MOST RECENT VERSION.

November 1995

THE JOB MARKET

Be Realistic!
Think About the Future


1
Police
Doctor
2
I want to be a doctor.
You must study a lot.
UNIVERSITY
3
Maybe I will be a policeman.
It's dangerous.
4
Barber
Paintar

TARGET VOCABULARY
Job Market

These are some of the vocabulary words you will see in this unit. Try to guess the meaning of the words from the sentence. Do not worry if you do not understand the exact meaning of every word. Just try to get an idea of the meaning. The last exercise in this unit will give you some practice in using the words.

1. Expectations
2. Work ethic
3. Flexible
4. Values
5. Job title
6. Realistic
7. Work experience
8. Interview
9. Communication skills
10. Job Market
11. Supply
12. Demand
13. Decrease
14. Increase
15. Competition
16. Percent/Percentage
17. Unemployment
18. Service industries
19. Goods producing industries
20. Agriculture

GRAMMAR PRACTICE!

Comparatives and Superlatives

Supply and Demand

Making comparisons:

In January apples cost 99¢ per lb. In February apples cost 64¢ per lb. In March the price of apples went down to 59¢ per lb.

In January apples were expensive, in February apples were cheaper than they were in January and in March they were the cheapest. Apples were cheap in March, they were more expensive in February and they were the most expensive in January.

expensive	cheap	
more expensive	cheaper	less expensive
the most expensive	cheapest	the least expensive

***

If the **demand** for apples is **greater than** the supply, the price of apples will **increase**. If the demand for apples is **less than** the **supply,** the price will **decrease**.

greater than\less than

***

Choose from the words listed above and complete the following sentences:

In February apples were less ____________________ than they were in January. They were ____________________ in March. If many people want to buy apples and there are not enough the price will probably ____________________ because demand is ____________________ than the supply.

In January there were many people looking for jobs. The unemployment rate was high because there were very few jobs available. In February the unemployment rate was lower because some of the people looking for work found jobs. In March the unemployment rate was the lowest.

Salaries are usually higher when there are few people looking for work because employers have few people to choose from. **Demand** for workers is greater than the **supply**. Salaries are lower when there are many people looking for work because employers have more people to choose from. **Demand** for workers is less than the **supply.**

high	low	great	less
higher	lower	greater	
highest	lowest	greatest	least

***

Choose from the words listed above and complete the following sentences:

The unemployment rate was ________________ in January. Demand for workers was ________________ than the supply. Salaries were probably ____________ because the supply of workers was ______________ than the demand.

***

If the **demand** for workers is **less than** the **supply**, unemployment will be **high** and competition for jobs will be **high**. It will be **more** difficult to find a job. If the demand for workers is **greater than** the **supply**, unemployment will be **low** and competition for jobs will be **low**. It will be **less** difficult to find a job.

difficult	easy	difficult
more difficult	easier	less difficult
the most difficult	easiest	the least difficult

* * *

high/low

Use the correct word to complete each of the following sentences:

The most difficult time to find a job is when unemployment is ______________. At this time, competition for jobs is also ____________. The easiest or least difficult time to find a job is when unemployment is ____________ because competition for jobs will also be______________.

SUPPLY and DEMAND

The Fruit Market

What happens when there are too many apples and not enough oranges?

____

____

Are the apples cheap or expensive?

____

____

Are the oranges cheap or expensive?

____

Why? ____________________

____

____

If the demand for apples is less than the supply, the price of apples will

____

____

____

Competition to buy apples will be

____

If the demand for oranges is greater than the supply the price of oranges will ________________________

Competition to buy oranges will be

____

The Job Market

What happens when there are too many people looking for the same job?

____

____

Do they all find jobs?

____

____

Are the salaries high or low?

____

Why? ______________________

____

If the demand for workers is less than the supply of workers, the wages or salaries will be ____________________

____

Competition for the job will be

If the demand for workers is greater than the supply of workers, the wages or salaries will be ________________

____

Competition for the job will be ______

____

UNEMPLOYMENT

= = = = = = = = = = = = =

Labor Force - The labor force is the number of people who want to work. The unemployment rate is the number of people in the labor force who want to work but who cannot find a job. The unemployment rate is usually described as a percentage. For example, for each group of 100 people in the labor force, how many cannot find a job? If the unemployment rate is 10%, it means that in a group of 100 people, 90 can find work and 10 cannot.

Look at the graph which shows the unemployment rates for the U.S., California and Fresno County.

1. What was the U.S. unemployment rate in 1989?

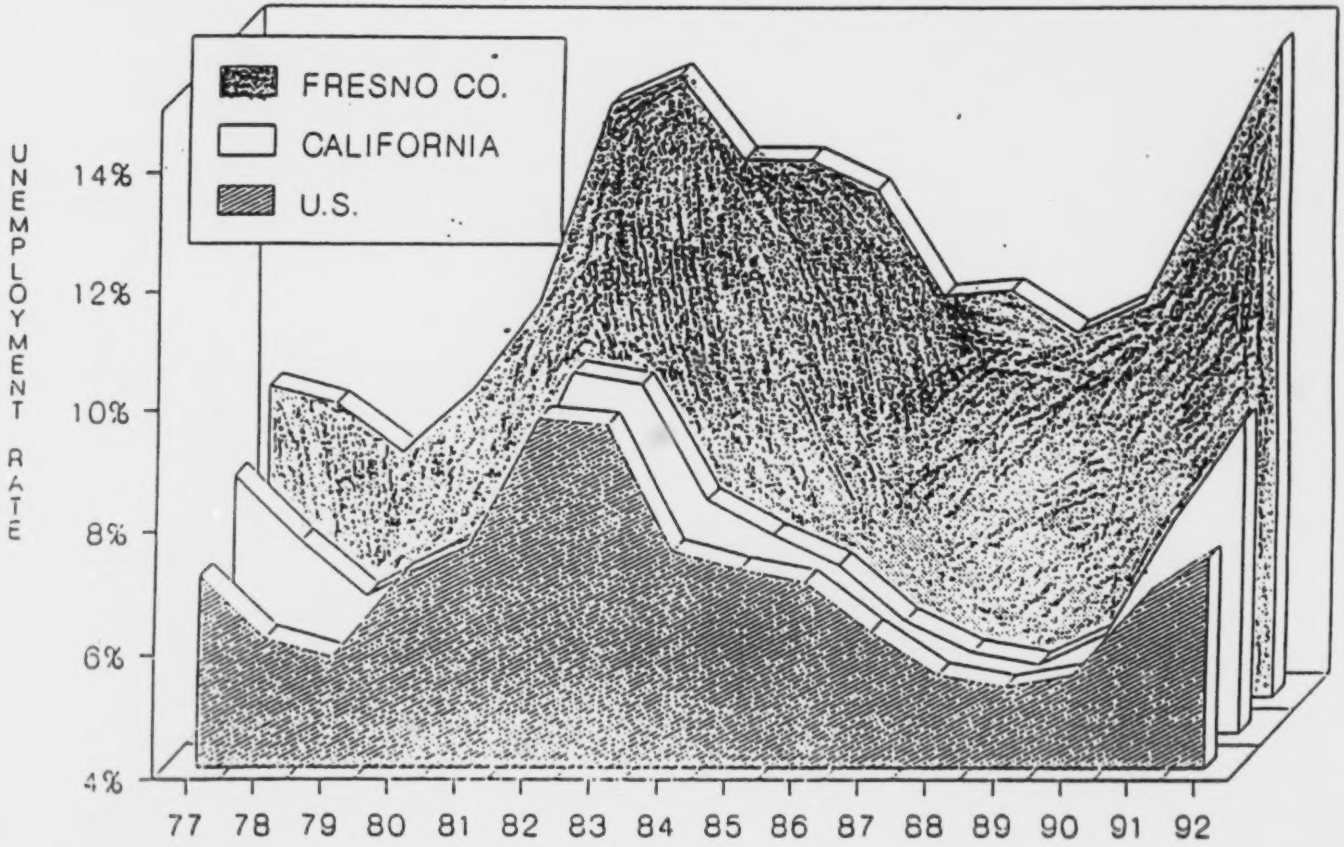
2. What was the unemployment rate in Fresno in 1989?

3. Is the unemployment rate in California usually higher or lower than the unemployment rate in Fresno?

4. What does this tell you about the job market in Fresno?

5. Is the demand for workers greater or less than the supply of workers in Fresno County?

UNEMPLOYMENT RATES
U.S., CALIFORNIA, & FRESNO COUNTY
Figure 6



Employment Development Dept.
Public Works & Development Services
(Feb. 16, 1993, FCCAUS.CHT, (ep)

COMPANIES IN FRESNO

The largest growing companies in Fresno are the companies that are in some way associated with agricultural products.

Some of the largest and most thriving Fresno businesses are:

Nisshinbo (a Japanese textile mill)

Hunt Wesson (a tomato processing firm)

Foster Farms (a chicken processing firm)

Zacky Farms (a chicken processing firm)

Sunrise Quickie (a wheelchair manufacturing firm)

Mission Foods (a new tortilla processing plant)

There are other companies that are surviving the economic depression of the state and the county. However, now is an excellent time to begin working (at anything) to develop your work habits and attitudes. That will prepare you for the better jobs in the future.

THE JOB MARKET

Is the land of opportunity a dream?

Many people call the United States the land of opportunity because they believe that someone who works hard has a good chance to be successful here.

The economy in the United States is very bad right now, so there are not very many opportunities. Many people still believe that anyone can be successful here, even if the economy is bad. Determination can make you more successful than qualifications and experience.

Many things can help you to get a job and become independent. Complete this crossword and then write a list with the most important thing at the top and the least important at the bottom.

CROSSWORD PUZZLE CLUES

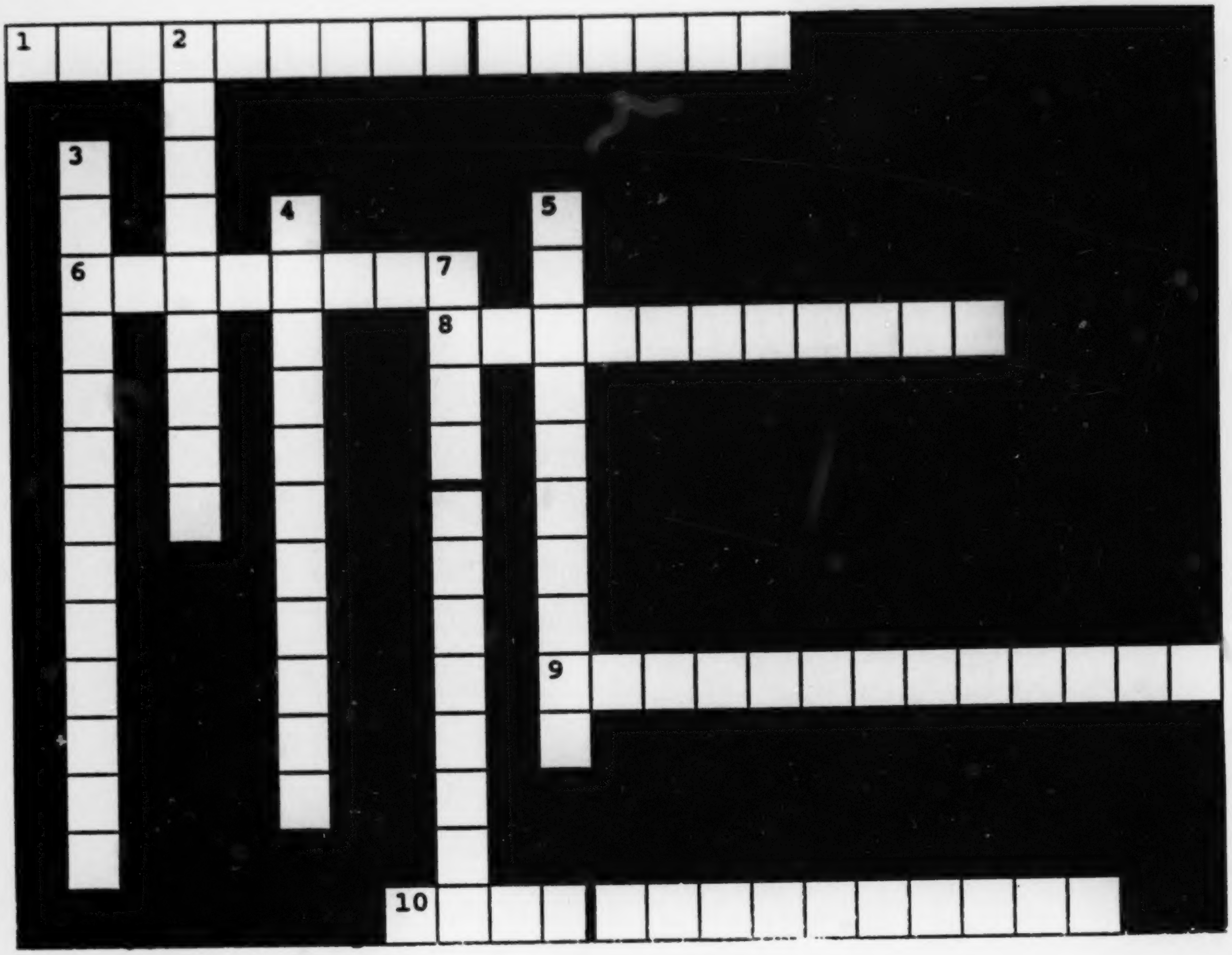
DOWN:

2. E________ is important if you want to get a good job, but work experience in any job and a good attitude are both more important.
3. Even when the economy is very bad and there are very few job opportunities, people who have d________n can still succeed.
4. You should get i________n about the local job market before deciding which job you are going to apply for.
5. If you have work e________ in any job, you have more chance of getting the job you really want.
7. Employers say that people who want to work have a g______ a__________.

ACROSS:

1. You must practice your i_______ s____ before you attend your first interview.
6. If you have a good attitude and you do a good interview, most employers are willing to give new employees who have little experience some t______.
8. Everyone has the o_________ to be successful in the United States. It is not easy, but it is possible.
9. Employers often say that they want their employees to have good c________ skills. They must be able to understand and follow instructions.
10. You must have s___f c________e if you want to "sell yourself" at the interview.

JOB MARKET CROSSWORD PUZZLE


1
2
3
4
5
6
7
8
9
10

JOB MARKET

Test Your Vocabulary!

Choose the best word to complete the following sentences.

1. A person with a good ________ ________ comes to work each day, on time and works hard.

   a. work place
   b. work ethic
   c. job market

2. I went to the interview and Mr. Smith asked me if I had any previous

   ____________ ____________ . I told him that I was a truck driver in Laos.

   a. interview practice
   b. work experience
   c. work ethic

3. I teach ESL at Fresno City College. My ________ ________ is teacher.

   a. job title
   b. job market
   c. work experience

4. I want to work as a receptionist but I must have very good

   ______________ ______________ to get that job.

   a. employment history
   b. communication skills
   c. college qualifications

5. There are only a few auto mechanics jobs in Fresno right now. There is a lot

   of ______________ to get those jobs.

   a. supply
   b. decrease
   c. competition

6. The ________________ of fast food restaurant jobs in Fresno is greater than the ________________ of mechanics jobs.

   a. expectations
   b. supply
   c. competition

7. The ______________ from workers for mechanics jobs in Fresno is very high, but there are very few jobs available now.

   a. demand
   b. supply
   c. decrease

8. There is an ______________ in the number of refugees who are moving into Fresno.

   a. decrease
   b. increase
   c. percent

9. The ________________ in Fresno is bad right now. There are not many jobs available and many people are unemployed.

   a. agriculture
   b. competition
   c. job market

10. Mr. Jones told me to see him for an ______________ for the clerk job at 1:00 tomorrow afternoon.

   a. job market
   b. interview
   c. competition

11. When there is a lot of rice and not many people are buying it, the price of rice will ______________________.

   a. decrease
   b. increase
   c. supply

12. The ________________ of unemployed workers in Fresno was higher than the average for the State of California.

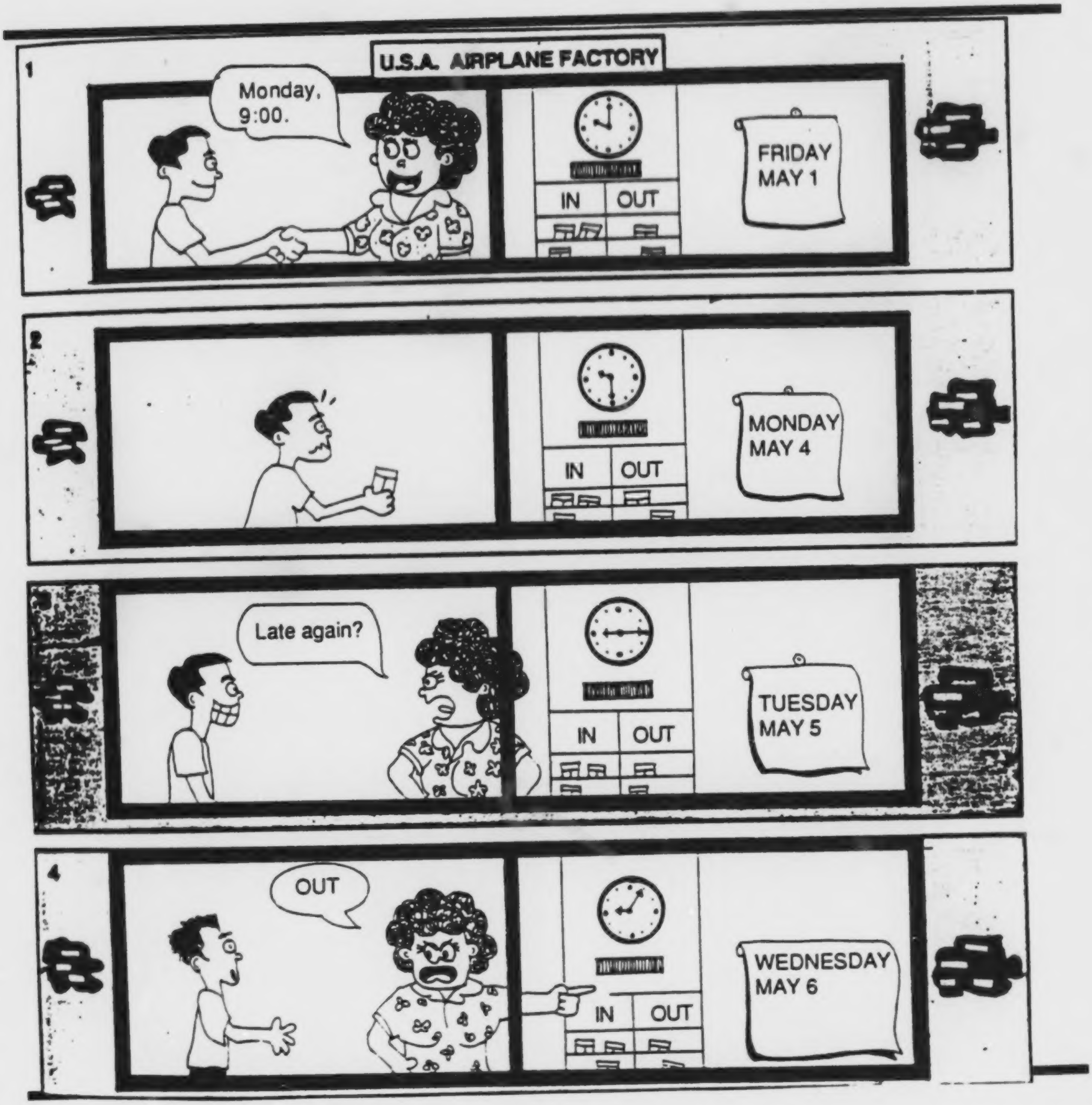
a. competition
b. expectations
c. percentage

13. The largest growing companies in Fresno are companies that are related to

________________.

a. paper
b. agriculture
c. electronics

EMPLOYER EXPECTATIONS


U.S.A. AIRPLANE FACTORY
1
Monday, 9:00.
IN
OUT
FRIDAY MAY 1
2
IN
OUT
MONDAY MAY 4
3
Late again?
IN
OUT
TUESDAY MAY 5
4
OUT
IN
OUT
WEDNESDAY MAY 6

TARGET VOCABULARY

Employer Expectations

These are some of the vocabulary words you will see in this unit. Try to guess the meaning of the words from the sentence. Do not worry if you do not understand the exact meaning of every word. Just try to get an idea of the meaning. The last exercise in this unit will give you some practice in using the words.

1. Responsible
2. Insubordinate
3. Laid off
4. Time is money
5. Survey
6. Work ethic
7. Excuses
8. Reliable
9. Solutions
10. Difficulties
11. Work-force
12. Recommendation
13. Neatness
14. Following directions
15. Report
16. Ability
17. Eagerness
18. Assertiveness
19. Communication skills
20. Incentive

EMPLOYER EXPECTATIONS

A Good Work Ethic

Many surveys are done to find out what employers are looking for when they hire a new employee. Most employers say that they are looking for someone who has a strong work ethic. This is the most important idea you must understand when you look for a job in the United States.

Your work ethic is the way you feel about your job. Do you want to work hard? Do you believe that it is important to work hard even if you do not like the job very much? Can your employer trust you?

In the United States employers like people who try hard, even when it is very difficult. Employers do not like to hear excuses. They want people to be reliable. They want employees who will ask questions when they do not understand. The most successful people in the United States are the people who look for solutions to problems. They are willing to make a big effort to overcome difficulties in their lives which can stop them from doing a good job.

Multiple Choice

Find the correct meaning of the underlined words. Circle the letter of the correct meaning.

1. Survey
    a. A survey is research about an employer's work-force needs.
    b. A survey is a study to find out some information on something.
    c. A survey is a question.

2. Work ethic

    a. A work ethic is a complete knowledge of the job.

    b. A work ethic is a feeling about the work environment and the work itself.

    c. A work ethic is the education you need for the job.

3. Excuse

    a. An excuse is a good reason.

    b. An excuse is a lie.

    c. An excuse is an argument you give for not doing something.

4. Reliable

    a. You are reliable if you do not ask for more money.

    b. You are reliable if your employer can trust you.

    c. You are reliable if you give excuses for whatever happens.

5. Solution

    a. A solution is a way to solve a problem.

    b. A solution is a way to avoid problems.

    c. A solution is a way to get help from others.

6. Difficulties

    a. Things that help you in your work.

    b. Problems.

    c. Bad attitudes.

EMPLOYER EXPECTATIONS

Do You Know What Employers Expect From You?

Most people who get fired from a job are fired because they have bad work habits, not because they cannot do the job.

To find out if you know good work habits, read each sentence and decide if it is true or false.

1. It is better to ask questions than to make mistakes. T F
2. Being late is O.K. if you work harder than others when you are at work. T F
3. It is necessary to call your supervisor if you are sick. T F
4. Clean up is necessary only if you finish early. T F
5. When overtime work is necessary, employees should always be ready to work extra. T F
6. It is O.K. to return late from break if other employees do. T F
7. Personal appearance is always important. T F
8. Employees can be sure that they will definitely get a promotion after they have been working for one year. T F
9. Following directions shows you are willing to learn. T F
10. If possible, mistakes should be covered up. T F

When you have answered all the questions, get into a group of four and compare your answers. Do you all agree? Do you disagree on some questions? Discuss your ideas with the other people in your group.

EMPLOYER EXPECTATIONS

Read this list of things that employers look for when they are choosing a new employee. Give yourself a score out of 10 to show how good you think you are at that thing. If you did not give yourself a very high score, write down a few things you can do to improve.

What Employers Look For

Score out of 10 **How can I improve?**

First Impression

Communication Skills

Appearance

Education

Work History

Personality

Specific Job Skills

Work Attitude

Motivation

Job Experience

EMPLOYER EXPECTATIONS
GRAMMAR PRACTICE
Making Adjectives from Nouns

A noun is a word that gives a name to a person, thing or action. Other words can be made from nouns, for example adjectives. Adjectives are words that describe people, things or actions.

Neatness, eagerness and assertiveness are qualities that people have.
(nouns/things)

"He is a very good employee. He has the qualities of eagerness, assertiveness and neatness."

We can talk about this employee directly, we can use describing words to say what he is like.
(adjectives)

"He is a very good employee. He is eager, assertive, and neat."

Complete the following sentences:

1. a. "I need an employee with a strong sense of reliability and responsibility."
   b. "I need an employee who is ______________ and responsible.

2. a. "She is an employee with a lot of ability."
   b. "She is a very _____________ employee."

3. a. "He has many difficulties in his life which make it hard for him to find work."

   b. "His life is very ____________ which makes it hard for him to find work."

4. a. The most important thing I look for in my employees is punctuality."

   b. "The most important thing I want my employees to be is ___________."

5. a. "If you don't have flexibility, you don't have what it takes to work here."

   b. "If you are not ______________, you don't have what it takes to work here."

NOUN	**ADJECTIVE**
ability	able
responsibility	responsible
punctuality	punctual
reliability	reliable
difficulty	difficult
flexibility	flexible
neatness	neat
eagerness	eager
assertiveness	assertive

EMPLOYER EXPECTATIONS

Test Your Vocabulary!

Choose the best word to complete the following sentences.

1. Many ____________________ are done to find out what employers are looking for when they hire a new employee.

   a. reliable
   b. surveys
   c. difficulties

2. The most successful people in the USA are the people who look for ____________________ to their problems.

   a. difficulties
   b. solutions
   c. recommendations

3. A work survey is research about an employer's ____________ ________________ needs.

   a. work-force
   b. communication skills
   c. following directions

4. My friend is very ________________. I know that he will pick me up for my ESL class at 7:30 every day. He is never late.

   a. neat
   b. eager
   c. reliable

5. Employers do not like to hear ____________________ for why a worker could not come to work.

   a. excuses
   b. solutions
   c. ideas

6. My friend got fired from his job. He said his boss told him that he was ____________________ because he did not obey him.

a. reported
b. difficult
c. insubordinate

7. In the USA you hear the phrase "________ ________ __________." You must not waste time at work.

a. enjoy your work
b. time is money
c. bosses are mean

8. In October the tomato harvest was over and I was ______ ______ from work. I hope to get a job when the oranges are ready to be picked.

a. not fired
b. laid off
c. not hired

9. I have been working very hard at work and my boss gave me a raise. He said that I was very ______________________.

a. difficult
b. eager
c. neat

10. ____________________ is very important to my boss. He always checks my work to be sure that it is not messy.

a. Neatness
b. Assertiveness
c. Eagerness

11. My friend has very good __________ ____________. She speaks English very well and she got a job as a receptionist.

a. work recommendations
b. work experience
c. communication skills

12. Employers need workers who know how to listen carefully and ______________ ______________ correctly .

a. follow directions
b. Talk back
c. come late

EMPLOYER EXPECTATIONS

A. People usually work 8 hours a day.

"Americans are always on time. On time is showing that we are polite and responsible. They hate people who are late. Time is very important for everybody. Everyday people rush to work, and work very hard. They only have 10 - 15 minutes for resting.

People usually work 8 hours a day, 40 hours a week for a full-time job. Some people work weekends, too. They say every minute is money in this country, so they work very hard."

Portland, OR

B. Hard work is a rule.

"Hard work is sometimes a rule here. To get everything, just work hard."

Lincoln, NE

C. Don't be lazy.

"Don't be lazy. But if you are lazy, you can't work anywhere. If you are a worker, you have to work on time, and follow the rules in the company. If you are insubordinate, you will be out of your job. Sorry about that."

Utica, NY

D. It is the minimum wage.

"I'm working in a restaurant ten hours a day, four days a week. I get paid $4.25 an hour. It is the minimum wage."

Houston, TX

E. I work on the night shift.

"I'm working in the factory to put something together that is part of the airplane motor. They pay me $4.25 an hour. I got laid off for two weeks, then they called me back."

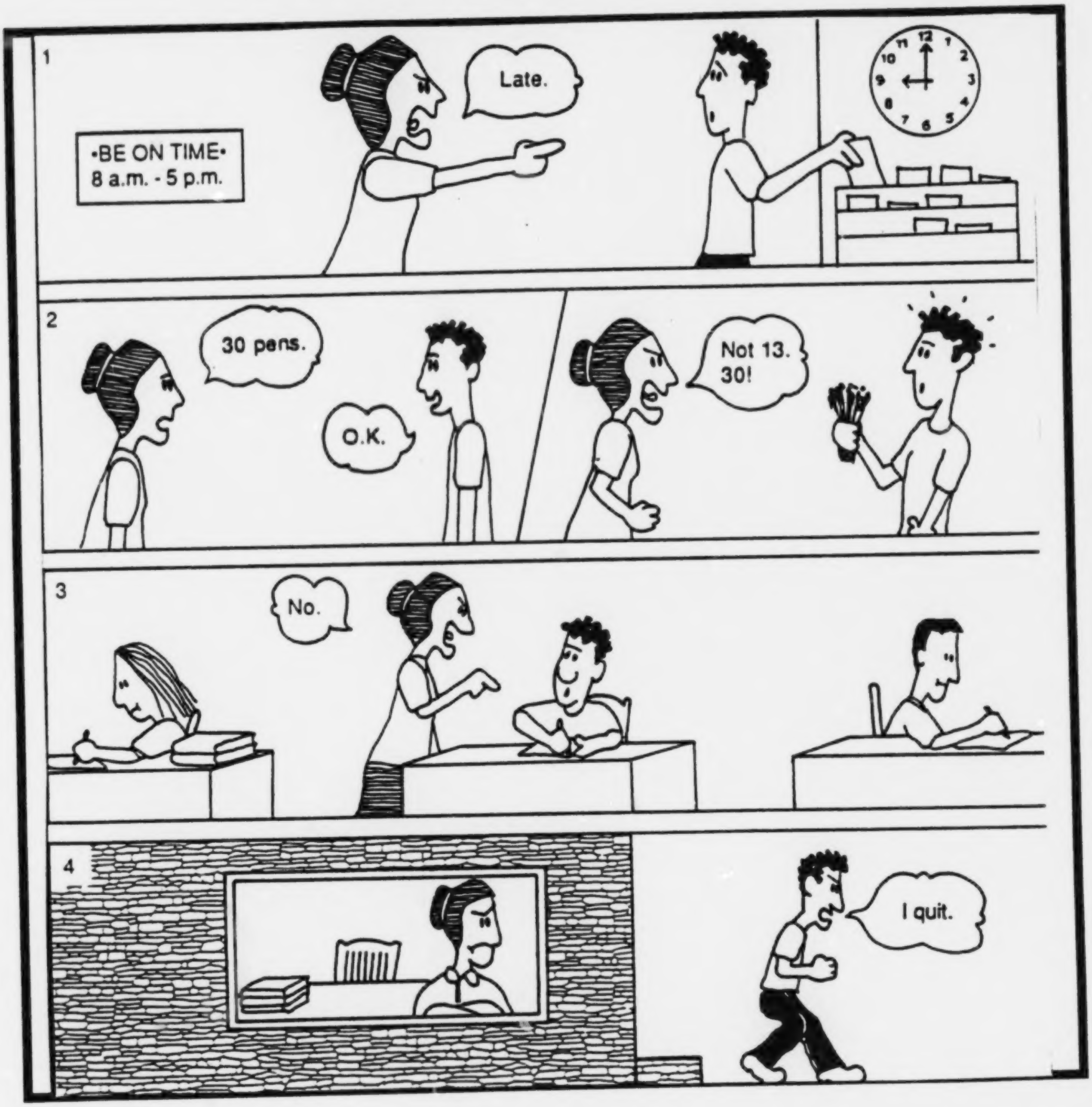
Provo, UT

F. They are always on time.

"Americans are working hard. They always are on time, no matter what they do and they hurry to work. They have 10 or 15 minutes for resting or lunches. They usually eat very fast. People work 8 hours (40 hours a week), that's called a full-time job. Jobs are most important to everyone in America. Americans call time money."

Portland, OR

SOMETIMES IT'S DIFFICULT TO HAVE A GOOD ATTITUDE AT WORK


1
•BE ON TIME•
8 a.m. - 5 p.m.
Late.
2
30 pens.
O.K.
Not 13.
30!
3
No.
4
I quit.

BEST COPY AVAILABLE

TARGET VOCABULARY

Attitude and Self Preparation

These are some of the vocabulary words you will see in this unit. Try to guess the meaning of the words from the sentence. Do not worry if you do not understand the exact meaning of every word. Just try to get an idea of the meaning. The last exercise in this unit will give you some practice in using the words.

1. Open mind
2. Closed mind
3. Solution
4. Supervisor
5. Train
6. Cashier
7. Mistakes
8. Hard working
9. Position
10. Work your way up
11. Opportunity
12. Positive
13. Negative
14. Preparation
15. Confident
16. Ambitious
17. Difference
18. Follow through
19. Reliable
20. Hire

DO YOU HAVE AN OPEN MIND OR A CLOSED MIND?

If you have a problem, what do you say?

It is too difficult, I don't want to try.

It is too expensive.

It will take too much time.

I have never done it before.

It's not my problem!

I don't want to think about it.

I am too busy.

It cannot be done.

I don't want to change.

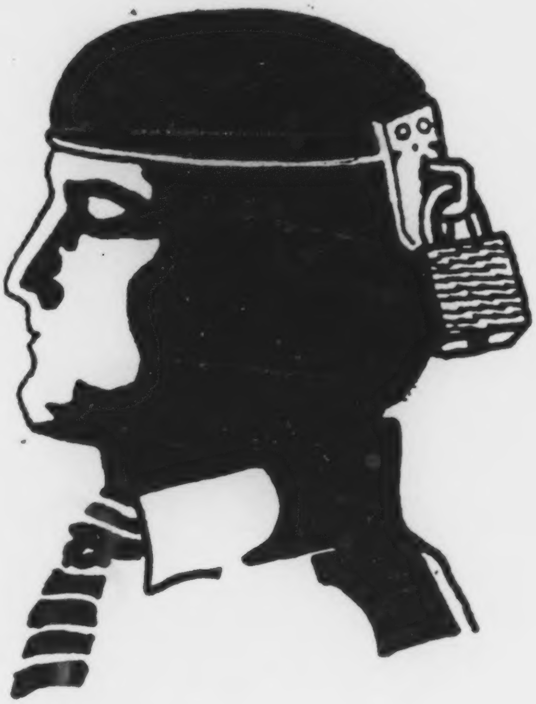
I will think about it later.

I am not ready to do that.

I don't think it will work.

It will make a lot of trouble for me.

You don't understand!



If you say some of these things when you have a problem, maybe you have a "closed mind!" People who have a closed mind often have a bad attitude at work because they do not want to try new things. They do not want to find a solution to problems.

Write down ten things that show that you have an "open mind".

Examples: It is very difficult but I will try my best.

I have never done it before but I want to try new things.

I HAVE AN OPEN MIND BECAUSE.........

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

ATTITUDE!

Her Xiong works in a restaurant. Ms. Wilson is his supervisor.

Ms. Wilson: **I am pleased with your work and I'd like to train you to be a cashier.**

Her Xiong: (Speaking in a quiet voice and looking down at the floor)
I don't think I can do that job very well.

Ms. Wilson: **What's the problem? You do a good job serving people and cooking. Your tests show that you have good math skills.**

Her Xiong: **I'm not sure. I think I might make mistakes.**

Ms. Wilson: **Everyone makes mistakes sometimes. As long as you admit them and learn from them, it's O.K.**

Her Xiong: **Um, I'm not sure, I don't think so.**

Ms. Wilson: **O.K. Her, I'm not going to make you do it. But you are the loser. It's too bad because you're honest and hardworking. I wish you had a better attitude.**

Questions for discussion:

1. How do you think Her Xiong feels?
2. Do you think he can do the job of cashier?
3. Why does he say "I'm not sure"?
4. Does Ms. Wilson think that he can do the job?
5. What would you say if your boss asked you to train for a more difficult position?

Chita Chea also works at the same restaurant and Ms. Wilson is her supervisor.

Chita: **I'm tired of just cleaning tables and emptying trash! I want to be a cashier. Why don't you train me for a better position?**

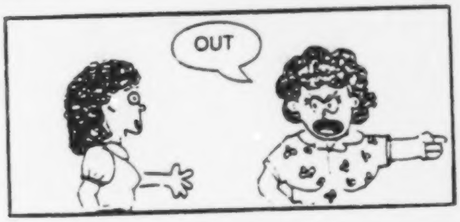
Ms. Wilson: **Chita, you have only been here for one week. You must start at the bottom and work your way up. I am watching you work and I know if you are doing a good job.**

Chita: (Speaking in a very loud voice); **That's not fair! I don't like what I have been doing and I don't make enough money. Anyone can clean tables.**

Ms. Wilson: **Yes, but not everyone can clean them well. You don't really try, and if you don't try hard in this very easy job, how do I know that you will try hard in another, more difficult job?**

Chita: (Staring at Ms. Wilson); **You're wrong! I don't try because I'm bored. This job is boring! I don't want to clean up anymore.**

Ms. Wilson: **You don't need to clean up anymore! You don't need to work here anymore! I don't like employees with your attitude. It's too bad; you had a good opportunity to get some work experience here but I will not employ you if you cannot try hard in your job, even when you don't like it very much.**



Questions for discussion:

1. How does Chita feel?
2. What should she do if she does not like her job?
3. How long should she work before she asks her supervisor to give her a better job?
4. Do you agree with Chita or her supervisor?
5. What would you do if you had Chita's job?

Thongsouk Viengkae also works at the same restaurant with Ms. Wilson as her supervisor.

Ms. Wilson: **I'm pleased with your work, Thongsouk, and I'd like to train you to be a cashier.**

Thongsouk: (Looking at Ms. Wilson in the eyes); **Thank you Ms. Wilson. I like working here and I would like to move up. I want as much experience as I can get.**

Ms. Wilson: **I like the way you work. You have a good, positive attitude.**

Thongsouk: **I guess I'm a little worried about making mistakes in the new job, but I know that I have to try new things if I am going to learn. I will do my best and I hope you won't be mad if I mess up?**

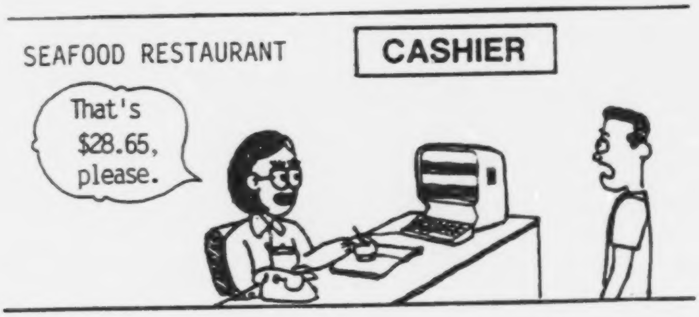
Ms. Wilson: (Laughing); **Of course not! Don't worry, everyone makes mistakes. I just want to see you try hard, even when it's difficult. If you have a good attitude I am very happy to help you. I think you will make a very good cashier.**

Ms. Wilson: (Laughing); **Of course not! Don't worry, everyone makes mistakes. I just want to see you try hard, even when it's difficult. If you have a good attitude I am very happy to help you. I think you will make a very good cashier.**

Thongsouk: **Thank you very much for asking me.**

Questions for discussion:

1. How does Thongsouk feel?
2. Why does Ms. Wilson say that Thongsouk has a good attitude?
3. Is it O.K. for Thongsouk to say that she is worried about making mistakes?
4. Do you think that Thongsouk is a good employee? Do you think she will be successful? Why?
5. What would you do if you were Thongsouk?



GRAMMAR PRACTICE!
PRESENT AND PAST PARTICIPLES

How Do You Feel? What Made You Feel That Way?
Why Does It Make You Feel That Way

The job is **boring**. I am **bored** with the job.

The job is **interesting**. He is **interested** in this job.

The job is **frightening**. I often feel **frightened** when I do this job.

This job is very **exhausting**. She is very **exhausted** after work.

My supervisor is very **annoying**. I am **annoyed** because my supervisor does not listen to me.

Her first day at work was **exciting**. She was **excited** on her first day at work.

His instructions were very **confusing**. I felt very **confused** when I listened to his instructions.

1. If the problem is worrying, I feel _________.
2. You feel exhausted because the job is ____________.
3. They feel __________ because the neighborhood is frightening.
4. We feel bored because the job is not __________.
5. If the job is interesting she will not feel ________.
6. My job is exciting. I am _________ when I go to work.
7. His supervisor feels annoyed because he is very _________.
8. The instructions are confusing. I feel very __________.
9. My teacher is interesting. I am __________ when she teaches us.
10. Her job is not boring. She is not bored when she goes to work, she is ________

ATTITUDE AND SELF PREPARATION!

There is very little difference in people - but that little difference can make a big difference. The little difference is ATTITUDE. The big difference is whether that ATTITUDE is *Positive* or *Negative*.

Find Out About Yourself!!

Find a partner, ask each other these questions. What do you think about your partner's attitude? What do you think about your own attitude?

Do you always do your best? ______

Are you friendly? ______

Do you seem to be confident? ______

Are you open-minded? ______

Do you follow through and do what you say you will do? ______

Are you optimistic? ______

Do you do more than your share? ______

Are you easy to work with? ______

Do you help people when they have a problem? ______

Are you reliable? ______

Do you look for solutions to problems? ______

Are you ambitious? ______

Do you understand what it takes to have a good attitude to work in the United States? ______

If you can answer YES to all of these questions, you have an excellent attitude. Employers want to hire people like you. If you answer NO to some of the questions, think about what you can do to change your attitude to make it more positive.

WINNERS vs LOSERS

THE WINNER is always part of the answer
THE LOSER is always part of the problem

THE WINNER always has a program
THE LOSER always has an excuse

THE WINNER says "let me go do it for you"
THE LOSER says "that's not my job"

THE WINNER sees an answer for every problem
THE LOSER sees a problem in every answer

THE WINNER says "it may be difficult but it's possible"
THE LOSER says "it may be possible but it's too difficult"

BE A WINNER!

SUCCESS

If you think you are beaten, you are;
If you think you dare not, you don't,
If you'd like to win, but think you can't,
It's almost certain you won't.

If you think you'll lose, you're lost;
For out in the world we find
Success begins with a person's will,
It's all in the state of mind.

Life's battles don't always go
To the stronger or faster woman;
But soon or late the woman who wins
Is the one who thinks she can.

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ATTITUDE

The longer I live, the more I realize the impact of attitude on life. Attitude, to me is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a company...a church...a home. The remarkable thing is you have a choice every day regarding the attitude you will embrace for that day.

We cannot change our past...we cannot change the fact that people will act in a certain way. We cannot change the inevitable... The only thing we can do is play on the one string we have, and that is our attitude.

I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you... You are in charge of your attitudes.

WHAT WILL YOU DO TO GET A JOB?

Are you prepared to ....

1. Start work at 5:00 a.m.? YES/NO
2. Work 10 hour shifts 4 days per week? YES/NO
3. Work for minimum wage? YES/NO
4. Work outside in the summer? YES/NO
5. Work the night shift? YES/NO
6. Work with a supervisor who is younger than you? YES/NO
7. Be on your feet for an 8 hour work day? YES/NO
8. Work alone with no-one to talk to all day? YES/NO
9. Do a lot of driving? YES/NO
10. Work under pressure? YES/NO
11. Work on commission? YES/NO
12. Drive 45 miles to get to work? YES/NO
13. Work on the week end? YES/NO
14. Work with all women co-workers? YES/NO
15. Do dirty jobs? YES/NO
16. Work with chemicals that have a strong smell? YES/NO
17. Get your hands dirty? YES/NO
18. Wear a uniform? YES/NO
19. Work with all men co-workers? YES/NO
20. Be trained by a man who is younger than you? YES/NO
21. Work in a noisy factory? YES/NO
22. Lift heavy objects? YES/NO
23. Answer the telephone and take messages? YES/NO
24. Take care of elderly people in a rest home? YES/NO
25. Clean up after other people? YES/NO
26. Be trained by a woman who is younger than you? YES/NO
27. Work with very large machines? YES/NO
28. Pick up and collect dirty laundry? YES/NO
29. Do overtime at short notice? YES/NO
30. Work with very sick people? YES/NO

WHAT WILL YOU DO TO GET A JOB?

Count your answers. How many times did you answer YES? ________

How many times did you answer NO? __________

If you have 25-30 YES answers and 0-5 NO answers:

You are very flexible. You are ready to do almost any kind of job. You do not have many personal barriers to finding work. Employers usually like people like you because you are ready to try new things, you are willing to make a big effort and you are not afraid to do things that are difficult or unpleasant. You have a great attitude!

If you have 15-25 YES answers and 5-15 NO answers:

You are quite flexible. You have some personal barriers which will stop you from taking some jobs. Maybe you have a certain job goal and you do not want to think about other possibilities. It is good to have a goal, but be careful! Sometimes it is not possible to go straight to your goal, you may have to take a temporary position that you do not like very much. If you are not flexible enough, it may take a long time for you to reach your final goal. You have quite a good attitude.

If you have 0-15 YES answers and 15-30 NO answers:

Watch out! Employers do not usually hire people like you. You have many personal barriers to finding work that will make it very hard for you to find a job. You are not very flexible. You make it more difficult to reach your goal because you are not ready to do things that are unpleasant or difficult. You need to improve your attitude to work.

ATTITUDE!

Test Your Vocabulary!

1. A worker who says "That's not my problem," has a ______________________.

   a. good attitude
   b. closed mind
   c. follow through

2. Everyone makes __________ at work sometimes. Your boss will not fire you as long as you work hard to improve.

   a. problems
   b. solutions
   c. mistakes

3. Employers don't like workers who have a __________ attitude at work.

   a. negative
   b. hard working
   c. reliable

4. The person who tells you what to do at work is called your boss or your ____________.

   a. supervisor
   b. cashier
   c. leader

5. If you work hard, your boss may give you the _______________ to get some further training.

   a. position
   b. opportunity
   c. preparation

6. When you get your first job, you may not make very much money, but if you are ______________ and you want to work hard you have a good chance to work your way up.

   a. ambitious
   b. lazy
   c. nice

7. It is important to be ______________ at work but you must be ready to ask for help if you have a problem.

   a. happy
   b. confident
   c. good

8. Some people think that self ______________ is not important but an employer always knows when she is interviewing someone who is well prepared.

   a. improvement
   b. confidence
   c. preparation

9. A person with an open mind is more interested in the____________ than the problem.

   a. job
   b. solution
   c. argument

10. Do you ______________ __________________ and do what you say will do?

   a. ask questions
   b. arrive late
   c. follow through

ATTITUDES TOWARD WORK

A. There's not much for me to do.
" I work everyday since the school finished. I'm on an internship working for the city of St. Paul. I work in the finance department and I'm in the assessment and valuation division. There is not much for me to do. I do the same thing over and over again. Looking at the map, driving to the locations, making reports are what I do. Yes, it is a little boring because everybody I work with is an adult. They do not have much to say. They mind their own business and talk only about material things -clothes, jewelry, money, and gossip, and so on."

Place Unknown

B. Knowing the language will help.
"Knowing the language will give you the opportunity to find better jobs, and you can get a better salary, too. Another advantage is to study a career or a profession. You can be an engineer, a doctor, a nurse, a secretary. And with those skills you'll earn a lot of money. I know it takes time, but you have to be patient and sacrifice at start.

Place Unknown

C. I have pity for him.
"It seems that Mr. Chang encountered a lot of problems while coming to the U.S. He said that he had practiced all sorts of entry-level jobs such as: fisherman, assembler. I'm so sorry to tell you that he is working now as a janitor. How poor he is! I have pity for him."

Place Unknown

D. They've succeeded.
"Now I have a job as a waiter in a Chinese Restaurant, I find out that so many Vietnamese have succeeded because of hard working. And, also find out that so many people still can't speak English after being here for two years. Please tell the people in the camp to be ready and get any kind of job when arrive in the U.S. and most important of all, study English."

Friendswood, TX

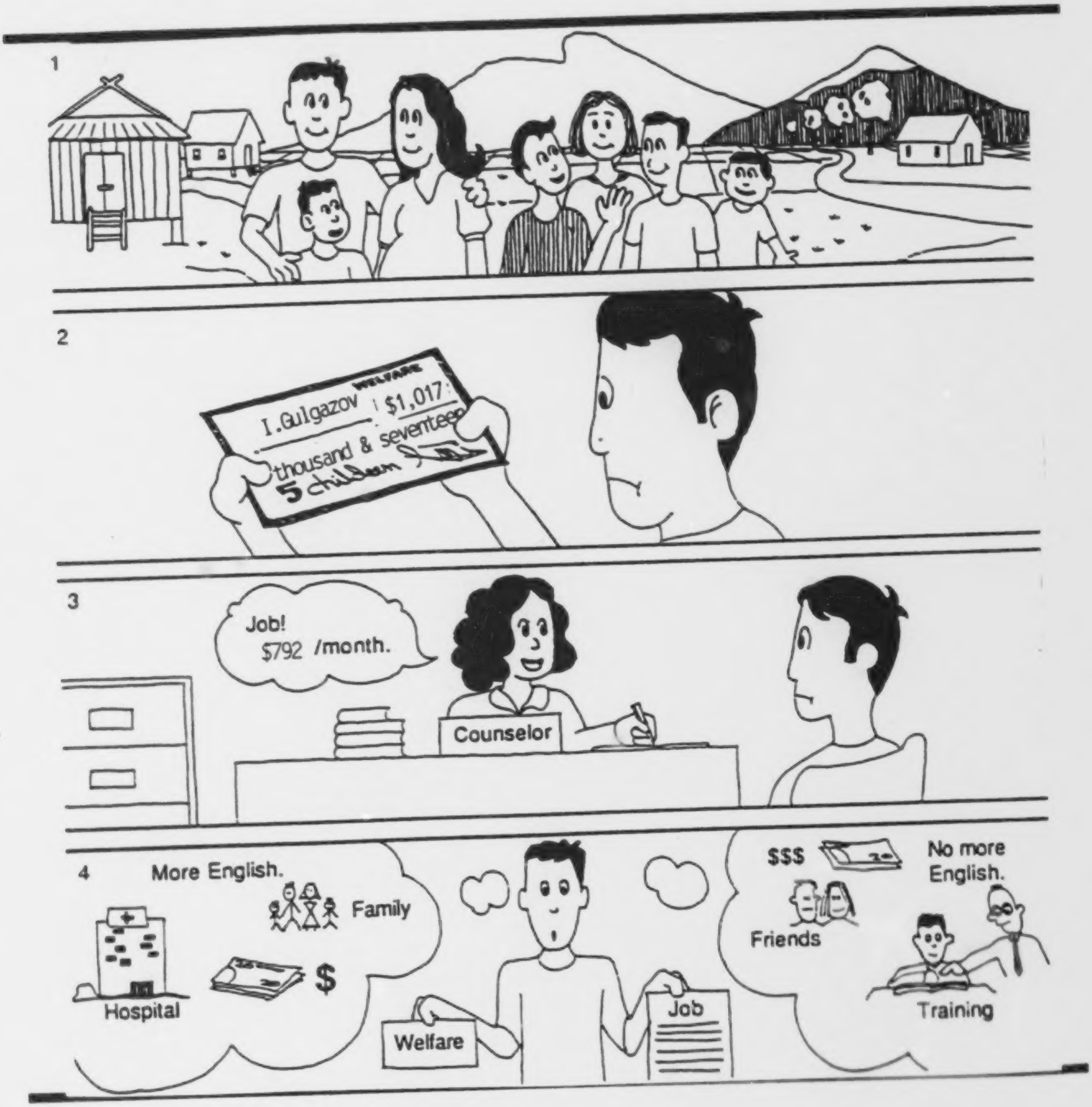
E. I feel depressed when I go to work.
"I have been here for one month and my feeling of being on a tourist stage is gone. Now I feel depressed when I go to work instead of getting welfare assistance and continuing to study ESL. I want to try to do my best but something makes me bad. Maybe my age now is going to its fullest. I like to stay at home, cook, and take care of my family."

Gardenia, CA

F. It wasn't much but it's a start.
"It took me at least 2 1/2 years to get used to American customs. So, I began to read a lot of books and watching T.V. which helped me with the English language. Many times I cried for my family but one day I woke up and I started to say, 'You must not give up. Life must go on.' So, I started to look for a job and finally I found one; it wasn't much but it was a start."

Place Unknown

Making Changes - Making Choices


1
2
WELFARE
I.Gulgazov
$1,017
thousand & seventeen
5 children
3
Job!
$792 /month.
Counselor
4
More English.
Family
Hospital
$
Welfare
Job
$$$
No more English.
Friends
Training

TARGET VOCABULARY

Making Changes - Making Choices

These are some of the vocabulary words you will see in this unit. Try to guess the meaning of the words from the sentence. Do not worry if you do not understand the exact meaning of every word. Just try to get an idea of the meaning. The last exercise in this unit will give you some practice in using the words.

1. Medical insurance/benefits
2. Disappointed
3. To calculate
4. To support
5. Decisions
6. Advice
7. Afford
8. Complicated
9. Deduction
10. Gross income
11. Net income
12. Temporary
13. Permanent
14. Confusing
15. Transitional
16. Different
17. Impossible
18. Successful
19. Choose
20. Responsibility

MAKING CHANGES - MAKING CHOICES

Mr. Gulgazov Does Not Know What To Do!

Mr. Gulgazov has seven people in his family. He has five children, but his wife is pregnant so soon he will have six children. Right now, Mr. Gulgazov is on welfare. He receives approximately $1017 each month to take care of his family. He also receives Medi-cal, medical insurance for himself, his wife and all of his children and some food stamps.

Mr. Gulgazov came to the United States as a refugee two and a half years ago. He did not speak any English when he arrived so he went to school and his wife stayed at home to take care of the children. Mr. Gulgazov wants to get a job, but he is worried about the salary he can make. He does not have any work experience in the United States and he thinks that his English is not good enough.

Mr. Gulgazov went to see a job counselor. They talked about the kind of work he did in his own country. Mr. Gulgazov was an auto mechanic in his country. If he wants to be an auto mechanic in California, he must do some training and then apply for his State license. He must have his own tools and some work experience as an auto mechanic before he will be able to get a job. He was very disappointed when he heard this. The job counselor told him that his first priority must be to get some work experience in the United States in any job. Then he can show to employers that he understands about working in this country.

Mr. Gulgazov applied for a full-time temporary position in a factory. The starting wage is $4.95 an hour. He calculated how much money he will make. $4.95 x 40 hours will mean $198.00 each week or $792.00 each month - much less than he is getting from welfare! Mr. Gulgazov is worried about other things. His wife cannot speak English and she does not know how to drive. The job at the factory starts at 7 am. Who will take his children to school? What if one of them is sick? The job at the factory is only temporary so he will not get medical benefits. How will he pay for the doctor? How can he support six children on $792.00 each month? Mr. Gulgazov is very worried.

Questions for discussion:

Can Mr. Gulgazov work as an auto mechanic in this country?

Why does the job counselor tell him to get some work experience in a different kind of job if Mr. Gulgazov really wants to be an auto mechanic?

Do you think that this is good advice?

What is Mr. Gulgazov worried about?

What do you think he should do?

Do you think that Mr. Gulgazov has some difficult decisions to make?

MAKING CHANGES - MAKING CHOICES

Mr. Gulgazov Asks For Some Advice

Mr. Ilya Gulgazov does not know what to do. He calls his friend, Mr. Neng Xiong to ask for some advice.

Neng Xiong: Hello?

Ilya Gulgazov: Hello, is that you Neng? It's Ilya here.

Neng: Hi, Ilya, how are you doing?

Ilya: O.K. I'm a bit worried about something and I think you may be able to give me some advice.

Neng: Well, I don't know, but I can try. What's the problem?

Ilya: I am on welfare right now and I want to get a job. I went for an interview at the pasta factory. They have a temporary full time job at $4.95 an hour. If I take it I will make less money than I am getting now from welfare, and because it is temporary I will not get medical benefits for my family. The job counselor says that it is very important for me to get work experience in this country but I do not think that I can afford to work!! What did you do when you got a job?

Neng: It is quite complicated but I will try to explain. When you go to work you do not lose all your welfare money immediately. How much money will you make each month before they make deductions for tax?

Ilya: Is that what you call gross income?

Neng: Yes, it is.

Ilya: If I work forty hours each week at $4.95 an hour I will make \_$________ gross, each month.

Neng: When you start to work, the Department of Social Services looks at your income and reduces your welfare payments. The first thing they do is deduct $90 from the amount that you make. That's called the standard deduction. How much does that leave?

Ilya: That leaves $_____.

Neng: O.K. Now, the next thing they do is deduct $30.00 from your gross income. How much is left now?

Ilya: $_____.

Neng: Now it gets complicated! Then they deduct one third of that figure. So deduct $224 from $672. How much is that?

Ilya: $_____.

Neng: DSS counts that new figure as the amount of your **net income**. How much money do you get from welfare right now?

Ilya: $1017.

Neng: They deduct your net income from the Minimum Basic Standard of Adequate Care for your family size. Let's see, I have a new sheet here which gives the amount of MBSAC for each family size. For a family of 7 the MBSAC amount is $1195. So deduct $448 from $1195. How much is that?

Ilya: $_____.

Neng: So the new welfare payment will be $747.00. Add that to the money you will make in your job, how much is that?

Ilya: The new welfare payment is $747.00 and the gross income from my job will be $792.00. If I add them together I will get $1539.00.

Neng: Right, so you will not lose all your welfare and you will finish with more money than you are getting now on welfare alone. But remember, I am just giving you the general idea. There are many other things that the Department of Social Services looks at when they are calculating the dollars. For example, if you have any money in the bank, if you are paying any money for child care and so on. You should talk to someone who really understands how it all works.

Ilya: What about medical benefits? They told me that the job is temporary and so it does not have medical benefits. What shall I do if my family gets sick?

Neng: As long as you are receiving some help from welfare, your whole family will continue to receive Medi-cal. If you stop receiving welfare payments completely, for the first year you do not need to worry because there is something called **Transitional Medi-cal**. For twelve months after you come off AFDC completely you can still get free medical care for your family. And remember that employers often say that the job is temporary because they want to see if you are a good worker. If you are good, the employer can make your job permanent and then sometimes you get medical benefits.

Ilya: What happens after the first year?

Neng: If you are not making very much money, you can still get Medi-cal for your children. Even if you are making quite a lot of money there is a way to get a lot of help with your medical bills. It is very complicated and you have some difficult decisions to make, but it is NOT impossible. You should talk to someone at the Medi-cal office if you want to get correct information. It is not easy, Ilya, but if you really want to work and be independent in this country, you can do it.

Ilya: I have a head ache. I need to think about this. Maybe I will call you back later. Thanks for the information!

Neng: Sure, no problem! I'll talk to you later.

MAKING CHANGES - MAKING CHOICES

Mr. Gulgazov Asks For Some Advice

Questions for Discussion:

When we talk about welfare payments, we really mean AFDC - Aid to Families with Dependent Children.

What do you think Ilya should do? Do you think he should take the job? Why?

Do you think he should stay on welfare and go to school? Why?

Why does welfare give you more money than you can make in a job?

Do you think it is a good thing to have Aid to Families with Dependent Children - AFDC - Why?

What would you do if you were Ilya?

MAKING CHANGES - MAKING CHOICES

Look at the NEED SCHEDULE below. This is information that gives an idea how much each family which receives **Aid to Families with Dependent Children (AFDC)**, will get each month. This is the **Maximum Aid Payment - MAP (E)**. REMEMBER! Every family has a different situation and there are many things which may affect the AFDC payment. We can use this information to get an idea of what will happen if you are receiving AFDC and you get a job.

Need Schedule Effective 9-1-93

AID TO FAMILIES WITH DEPENDENT CHILDREN				
# PERSONS IN FAMILY BUDGET UNIT (FBU) (A)	MINIMUM BASIC STANDARD OF ADEQUATE CARE (MBSAC) (B)	185% OF MBSAC (C)	80% OF MAXIMUM AID PAYMENT (MAP) (D)	MAXIMUM AID PAYMENT (MAP) (E)
1 ...	$ 351...	$ 649...	$ 239...	$ 299...
2 ...	$ 576...	$ 1066...	$ 392...	$ 490...
3 ...	$ 715...	$ 1323...	$ 486...	$ 607...
4 ...	$ 848...	$ 1569...	$ 578...	$ 723...
5 ...	$ 968...	$ 1791...	$ 659...	$ 824...
6 ...	$ 1088...	$ 2013...	$ 741...	$ 926...
7 ...	$ 1195...	$ 2211...	$ 814...	$ 1,017..
8 ...	$ 1302...	$ 2409...	$ 886...	$ 1,108..
9 ...	$ 1411...	$ 2610...	$ 958...	$ 1,197..
10 ...	$ 1533...	$ 2836...	$ 1029...	$ 1,286..
11 + ... + $14	$ 1547...	$ 2862...	$ 1040...	$ 1,300..

(A) FAMILY BUDGET UNIT - This is the number of people in your family who are counted when calculating the Aid payment you should receive. If your parents are living with you and they are receiving Social Security Insurance (SSI), the Department of Social Services will not count them as people in your Family Budget Unit.

(B) MINIMUM BASIC STANDARD OF ADEQUATE CARE (MBSAC) - This is the amount of money that the government has decided is the minimum amount a family can live on.

(C) 185% of MBSAC - When you get a job, the Department of Social Services must decide if you make enough money to live without Aid. The amount of money you make in your job before tax is taken out is compared to 185% of the Minimum Basic Standard of Adequate Care figure for your family. If you make more than this, then your Aid payment will stop but you can still get Medical. For example; if there are 7 people in your family, the MBSAC is $1195. If you get a job, 40 hours each week at $4.25, you will make $680 before tax is taken out, each month. 185% of $1,195 is $2,211. The amount of money you will make each month, $680, is much less than $2,211 so your Aid payment will NOT stop.

(D) 80% OF MAXIMUM AID PAYMENT - If you lose your job you must tell your worker immediately. You can apply for a hardship supplement which is 80% of the Maximum Aid Payment. You must fill out the forms immediately. 2 months after you lose your job you will start to receive the full Aid grant again.

HOW MUCH WILL YOU GET?

Look at the Need Schedule again and then answer these questions:

1. If there are 8 people in your family, what is the Maximum Aid Payment you can receive? ______
2. If there are 12 people in your family, what is the Maximum Aid Payment you can receive? ______
3. How many people are there in your family? _____ What is the amount of Aid that you will receive each month? ______
4. If you get a full-time job with a starting wage of $5.25 per hour, how much money will you make each month gross? (Before tax is taken out). ______

Need Schedule Effective 9-1-93

AID TO FAMILIES WITH DEPENDENT CHILDREN				
# PERSONS IN FAMILY BUDGET UNIT (FBU)	MINIMUM BASIC STANDARD OF ADEQUATE CARE (MBSAC)	185% OF MBSAC	80% OF MAXIMUM AID PAYMENT (MAP)	MAXIMUM AID PAYMENT (MAP)
1 ...	$ 351...	$ 649...	$ 239...	$ 299...
2 ...	$ 576...	$ 1066...	$ 392...	$ 490...
3 ...	$ 715...	$ 1323...	$ 486...	$ 607...
4 ...	$ 848...	$ 1569...	$ 578...	$ 723...
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7 ...	$ 1195...	$ 2211...	$ 814...	$ 1,017..
8 ...	$ 1302...	$ 2409...	$ 886...	$ 1,108..
9 ...	$ 1411...	$ 2610...	$ 958...	$ 1,197..
10 ...	$ 1533...	$ 2836...	$ 1029...	$ 1,286..
11 + ... + $14	$ 1547...	$ 2862...	$ 1040...	$ 1,300..

WHAT HAPPENS WHEN YOU GO TO WORK?

1. **Look at the RETRO BUDGET WORKSHEET** on the next page. Fill out the amount of your gross earnings in the first column if you are working full time at $5.25 per hour.

   When you go to work, you will not receive the same amount of Aid because now you are making some money on your own, you do not need so much help from AFDC. You still get some Aid. Do the following calculations to find out how much Aid you will receive if you go to work and make $5.25 per hour.

   For the first two months that you work, you will receive your earnings from your job AND your Maximum Aid Payment. Changes are made to your Aid grant 2 months RETROACTIVELY. If you lose your job it also takes 2 months for your Aid grant to return to its former level.

   When the Department of Social Services (DSS), is calculating how much Aid you still need, they do not count all your income.

Retro Budget Worksheet

1. Gross Earnings	$ ______	$ ______
2. ** $90 Standard Deduction (includes work related expenses)	- ______	- ______
	= ______	______
3. ** $30.00 deduction	- ______	- ______
	= ______	______
4. ** 1/3 deduction	- ______	- ______
	= ______	______
(** Child Care $175 max per child $200 max under 2 years old)	(- ______)	(- ______)
5. NET INCOME	$ ______	$ ______

** To receive work incentive deductions, the monthly report must be timely and correct.

1. Begin with your gross monthly income.

2. Deduct the STANDARD DEDUCTION, which is always $90. Fill out the worksheet. How much does this leave? Fill out the worksheet.

3. A further $30 will be deducted from your gross income. Deduct $30 from the last amount on the worksheet. What is the total now?

4. A further amount is now deducted from your gross income. Divide the last total that is on your worksheet by 3. That number is 1/3 of the last total. Deduct this from the last total. How much does that leave?

If you are not paying any money for child care, **this is the amount of money that the Department of Social Services counts as your income.**

5. This is the NET INCOME figure which is counted by DSS.

RETRO BUDGET WORKSHEET

Subtract the net income from the MBSAC amount.

6. MBSAC $________ ________

7. Net Income -________ -________

8. Subsidized AFDC Grant $________ $________

6. Look at the next part of the work sheet. By referring back to the Need Schedule, fill out the amount of MBSAC for your family size.

7. Fill out the net income figure you have just calculated.

8. Deduct the net income from the MBSAC amount for your family budget unit. This is the amount of subsidized AFDC grant that you will receive when you go to work if your wage is $5.25 per hour.

9. **Do the same set of calculations for a different wage.**
   Look at the next part of the worksheet on the next page - **MONTHLY INCOME ADJUSTMENTS.**

Use this part of the work sheet to see how your income changes when you go to work.

REMEMBER! For the first 2 months you will receive your AFDC grant in full AND your earnings. After that, deductions will be made from your AFDC grant. It is important to save some of this extra money for emergencies, for example, if you lose your job it takes two months for your AFDC grant to return to its former level. Your income will change for the first two months because you will have your full AFDC grant, and the money you make from your job. In **MONTH 3**, you will start to receive the subsidized AFDC grant.

1. For **MONTH 1 and MONTH 2**, fill out **(a) MAXIMUM AFDC GRANT.** Then fill out the amount of **GROSS EARNINGS**. Add the two numbers together to find out how much money you will receive for the first two months after you go to work.

2. Starting with **MONTH 3**, fill out **(a) MAXIMUM AFDC GRANT.**

3. On the next line, fill out the **MBSAC** amount for your family size.

4. Deduct the net income from the MBSAC amount. How much does that leave?

MONTHLY INCOME ADJUSTMENTS

	MONTH 1	MONTH 2	MONTH 3	MONTH 4
(a)MAXIMUM AFDC GRANT	$_____	$_____	$_____	$_____
MBSAC	$ X	$ X	$_____	$_____
MINUS RETRO NET INCOME	X	X	-_____	-_____
SUBSIDIZED AFDC GRANT	X	X	=_____	=_____
PLUS GROSS EARNINGS	+_____	+_____	+_____	+_____
(b)TOTAL GROSS MONTHLY	$_____	$_____	$_____	$_____

REMEMBER! That is the approximate amount of your new subsidized AFDC grant.

5. Add the amount of your gross earnings. What is the total now? This total **(b)**, shows how much money you will receive in gross income from your job, plus your new AFDC grant. Compare it with the old total (a).

Will you make more money if you go to work? __________. How much more money will you make? (Deduct the old total (a) from the new one (b).) __________ Some taxes may be taken out of your gross income, but if your wage or salary is low and you have many people in your family, the amount of tax taken out is very low.

Look at the next sections to learn how to calculate how much will be taken from your pay check in State and Federal taxes and *Social Security* payments!

REMEMBER! As long as you are receiving some assistance from the AFDC program, you and your whole family will still receive Medi-cal. You do not need to worry about losing your medical benefits until you are making enough money and do not need extra help from AFDC. For the first year after you stop receiving AFDC completely, you can still get **TRANSITIONAL MEDI-CAL** for your whole family.

MAKING CHANGES -MAKING CHOICES

Mr. Gulgazov Has More Questions!

Ilya talked with his wife and now he wants to get some more advice from his friend Neng before he makes a decision.

Ilya: Hi Neng, it's me again. I am thinking about what you said and I have some more questions. If I go to work, it's true that I will make more money than I am getting from welfare right now. But, I can go to school, I can take care of my family and I can drive my wife to the store right now. If I go to work I cannot take the children to school, I cannot study English and I will not make very much money. I am not sure if it is a good idea. Why did you go to work? You have six children, it must be the same for you?

Neng: I do not think that money is the most important reason to go to work. There are things I get from work that are more important than money. For example, I get work experience. I hated my first job. It was at night. I had to lift a lot of heavy things. I did not make very much money and I did not have time to go to school. I was too tired in the day time to drive my children to school or take my wife to the store. I had to make some changes in my life. It was very, very difficult.

Ilya: Why did you do it if it was so difficult?

Neng: Because I wanted to move forward. I knew that I had to take that first job that I hated so that I could get a better job. I looked at my friends and family. Very few people were working. Most people were on welfare, the economy was bad, there were not many jobs. We did not speak English well. We did not have education or qualifications in this country. Everything was so different and confusing. One day I realized that I had to make some changes in my life. I understood that if I stayed on welfare I would not move forward. I would stay in the same place. I knew that it would be difficult, but I believed that if I could do something very difficult for a few years I would have a chance to make things better for my family.

Ilya: But how did you do it? After working at your second job for one year when you were making more money than your welfare payments, you lost your **transitional medi-cal** so you did not get medical benefits anymore and I know that your job did not have any medical benefits. How did you do it? What did you do when welfare did not help you anymore?

Neng: That is the choice that you have to make, Ilya. Nobody told me that it was going to be easy in this country. It was very hard for me for four or five years, but now it is better. Medi-cal helped my children when they were sick even after the first year of making more money than welfare would usually pay me.

Ilya: But you have to work very hard for many years and you still do not make very much money. If you get a pay increase it is just 25 or 30 cents each hour. You still cannot make a lot of money because you do not have qualifications. Why didn't you stay on welfare? You would not have to work so hard!

Neng: That is true, but I know that my wages will go up, maybe they will go up slowly but I know that welfare will never go up. Maybe welfare will not be here forever. If there is no more welfare I have already started my journey because I have some work experience now. I do not want to stay in the same place, I want to move forward. Welfare cannot take me forward.

Ilya: What about school? You could stay on welfare and go to school to get some qualifications so that you can get a good job and then you can make enough money to take care of your family.

Neng: But if you have qualifications and no work experience it is still very difficult to get a job. And there are many things that you cannot learn in a classroom. This country is very strange to us. I learn more about the people here and this country when I go to work because it is happening to me. If I read about it I do not really understand it, but if I do it myself I can understand. Now I want to go to school part-time in the evening. I think I will understand everything better because I have experience.

Ilya: I am still not sure.

Neng: Everyone is different, Ilya. You must make a choice. We cannot live the same way we did in the country we came from if we want to be successful in this country.

Ilya: What do you mean?

Neng: Look at other refugees and immigrants who have come to this country and find out why they are successful. That's what I did. The decisions we have to make are very difficult but we **do** have some choices. It **is** possible for people who have very little English and no education in this country to be successful. It is very, very difficult, but it is **not** impossible.

Ilya: I think some things are impossible. How can I take the job? My wife will be at home all day with no one to help her or drive her anywhere. It is impossible for me!

Neng: It is your choice! You can teach your wife to drive. Maybe you can find a reason why that will not work for you, but you are making a choice. You must understand that you will not like many of the choices, but you can still choose.

Ilya: I am still not sure!

Neng: I do not want to tell you what to do. Everyone is different. I made my choices. You have to make yours. It is not easy.

Ilya: Thanks, Neng, I think I am very confused now!

Neng: Think about it and call me again if you want to talk *some more*.

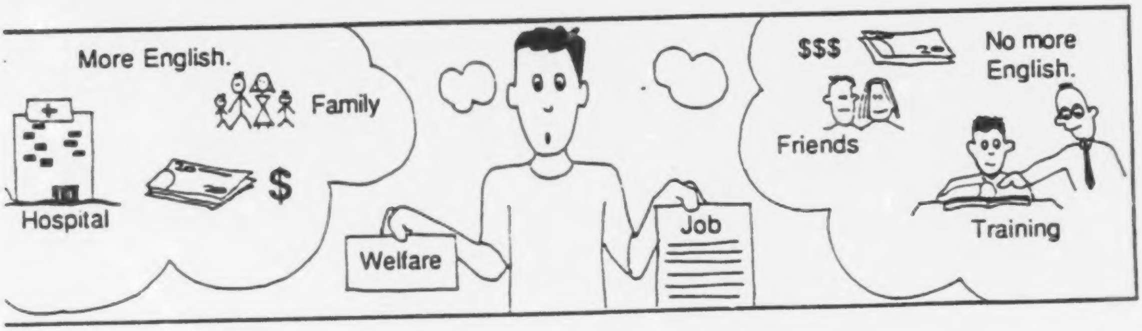
Ilya: O.K.

Questions for discussion:

Do you think Ilya should take the job? Why?

Why does Neng say "there are things I get from work that are more important than money" ? What does he mean?

What do you think is more important than money? Can you get these things when you go to work?


More English.
Family
Hospital
$
Welfare
Job
$$$
No more English.
Friends
Training

GRAMMAR PRACTICE!

1st And 2nd Conditionals

He studies very hard.
If he **gets** his high school diploma, he **will** look for a job.
(There is a **good** chance that he will get his diploma).

He does not study very hard.
If he **got** his high school diploma, he **would** look for a job.
(There is a **smaller** chance that he will get his diploma).

I want to take the job very much.
If I **take** the job, I **will** make $4.25 an hour.
(There is a **good** chance that I will take the job).

I do not think I want the job.
If I **took** the job, I **would** make $4.25 an hour.
(There is a **smaller** chance I will take the job).

She will probably take the job.
If she **starts** to work, her family **will** get transitional medi-cal for twelve months.
(There is a **good** chance that she will start to work).

She will probably refuse the job.
If she **took** the job, her family **would** get transitional medi-cal for twelve months.
(There is a **smaller** chance that she will start to work).

If you **take** that job, you **will** get some work experience.
(There is a **good** chance that you will take the job).

If you **took** the job, you **would** get some work experience.
(There is a smaller chance that you will take the job).

* * *

1a. I **will** work if I **find** a good job. I think I have a good chance.

1b. I **would** work if I ______ a good job. But I do not think there are many good jobs right now.

2a. If he **wants** to work, he **will** go to see the job counselor. I think he is planning to go tomorrow.

2b. If he ________ to work, he **would** go to see the job counselor. But I do not think he wants to work right now.

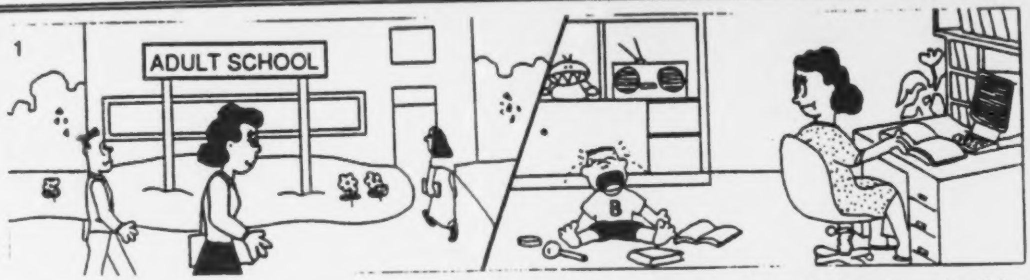
3a. We **will** learn about the job market if we **go** to class. Let's go!

3b. We ________ learn about the job market if we **went** to class but the bus is late so I do not think we can go.

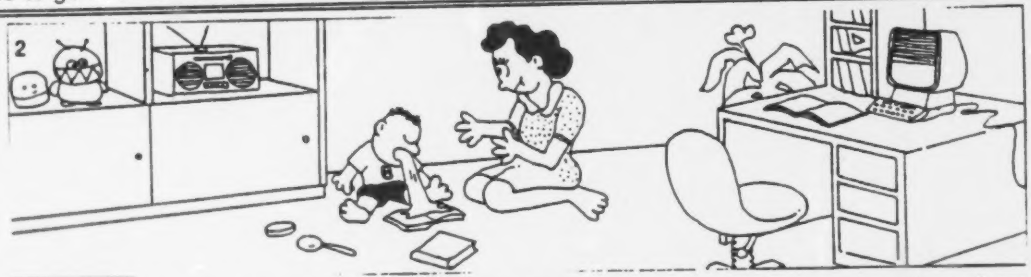
4a. If my family **is** small, I **will** be free of welfare quickly. I am planning to have only three children.

4b. If my family _____ small I _______ be free of welfare quickly. Maybe I will think about family planning.

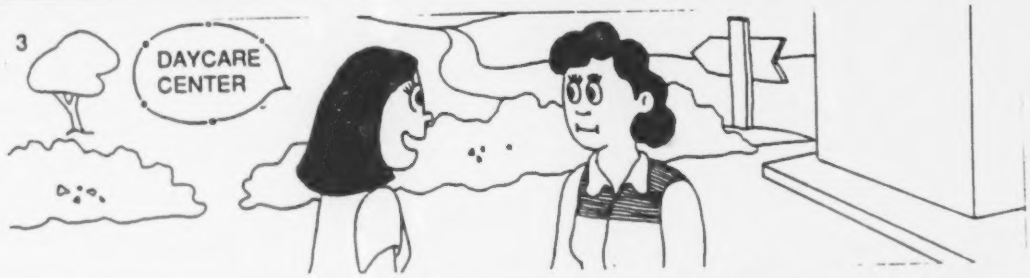
Making Changes - Making Choices



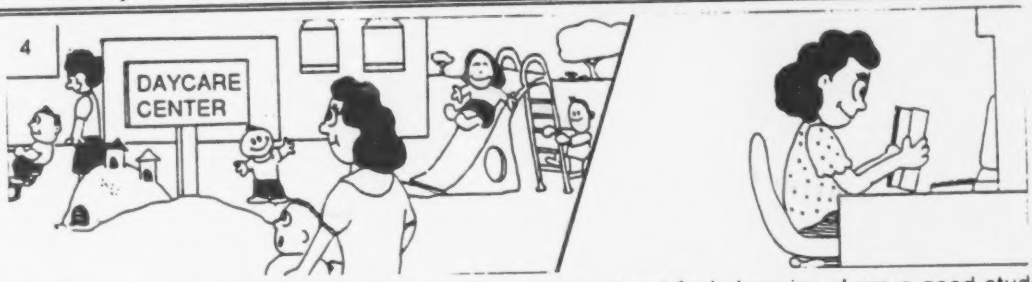
I wanted to study English so that I can find a job and help my husband support the family. He did not want me to go to school because he said that I should stay home and take care of the children.



I tried to go to school and take care of the children but it was very difficult for me. Sometimes I could not study because the baby was sick.



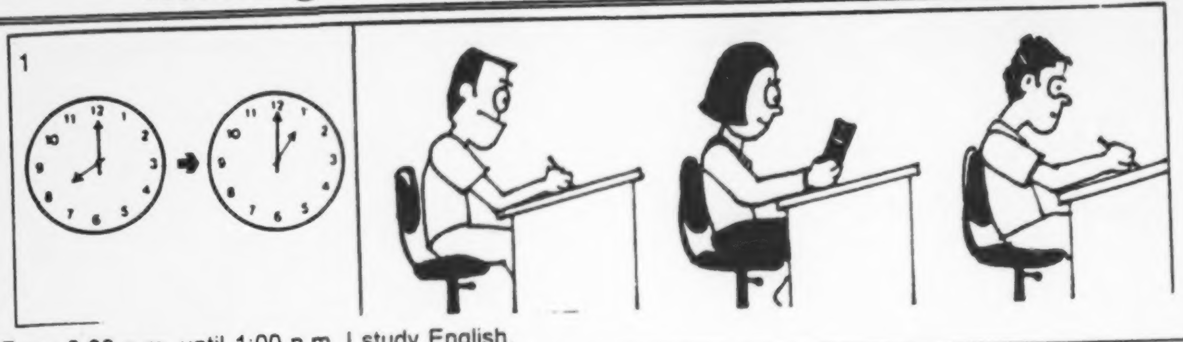
My friend told me about the day care center. I understand that in this country we must make some changes in the way we live. The choices are very difficult sometimes but at least we have a choice!



I chose to take my children to a day care center. Now my husband feels happier. I am a good student and he knows that I have a chance to get a job. This will be good for our family. In this country it helps a lot if both parents work. We will have a change to give our children a good home and help them with their education. We can choose to stay the same or we can choose to change. Everyone is different, everyone must make their choice.

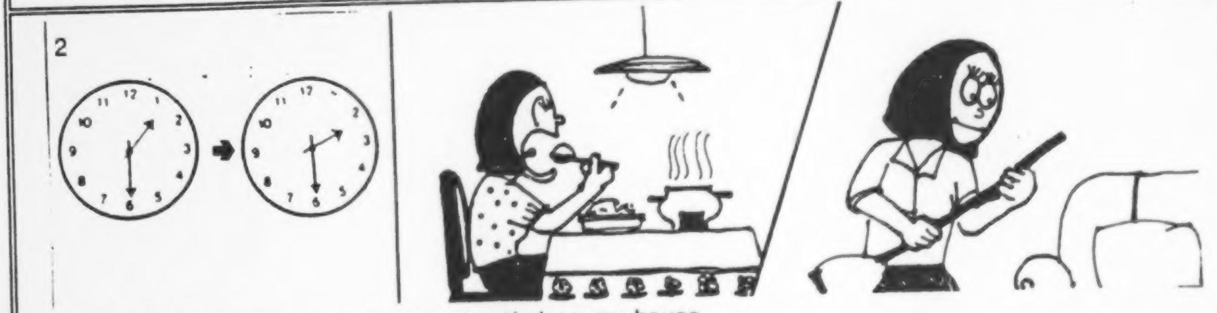
Making Changes - Making Choices

1



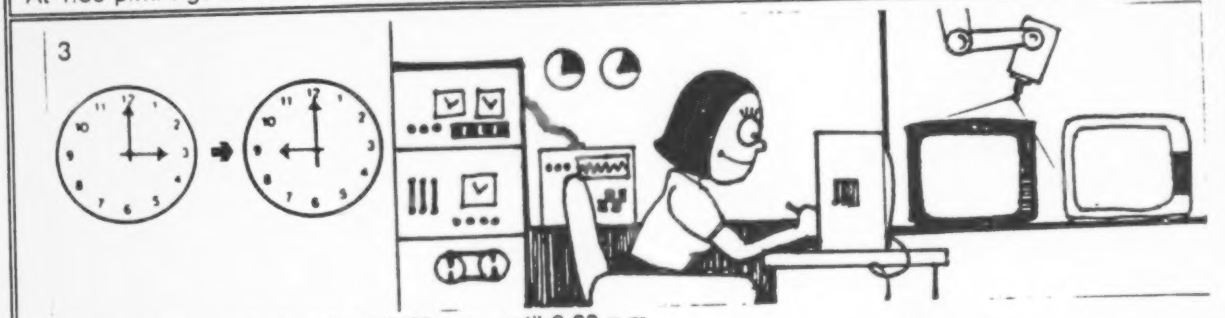
From 8:00 a.m. until 1:00 p.m. I study English.

2



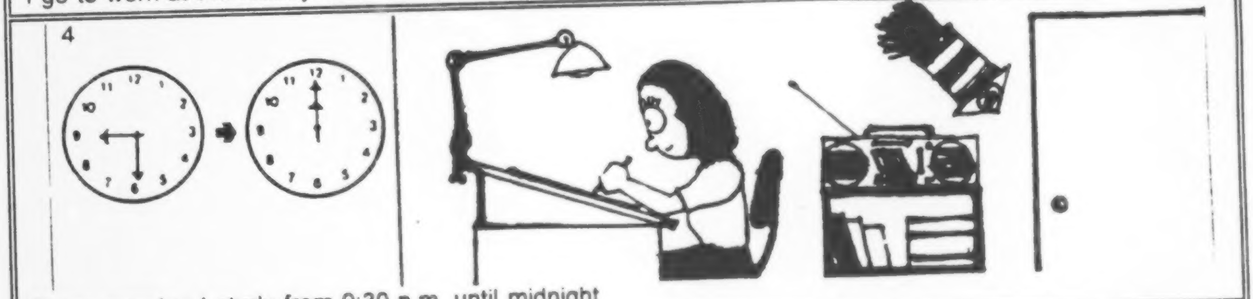
At 1:30 p.m. I go home to cook and eat and clean my house.

3



I go to work at the factory from 3:00 p.m. until 9:00 p.m.

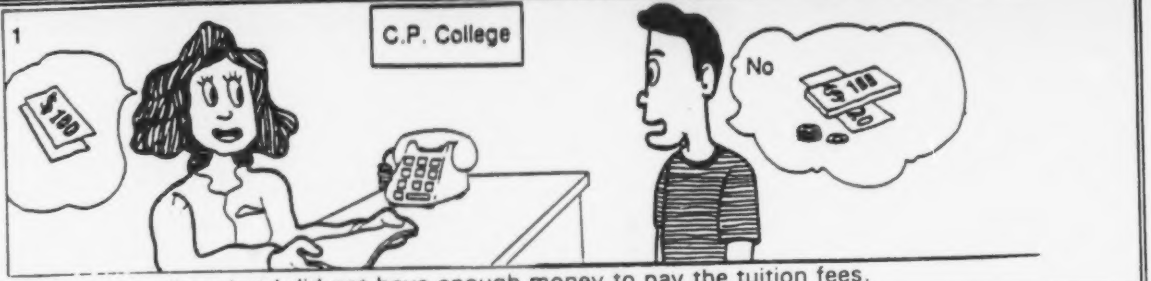
4



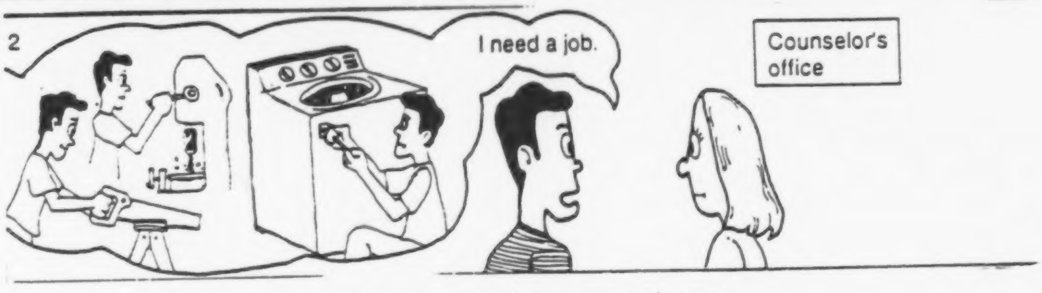
Every evening I study from 9:30 p.m. until midnight.

I do not have many friends and I must work and study very hard right now. That is the choice I have made. If I work hard now, I hope that I will be able to get a better job. Then I can have some free time. Life in the United States is not easy, but I know that can change my life. I must make some decisions. I have a choice about the way I want my life to be. It is my responsibility to take care of myself. I know that I can do it.

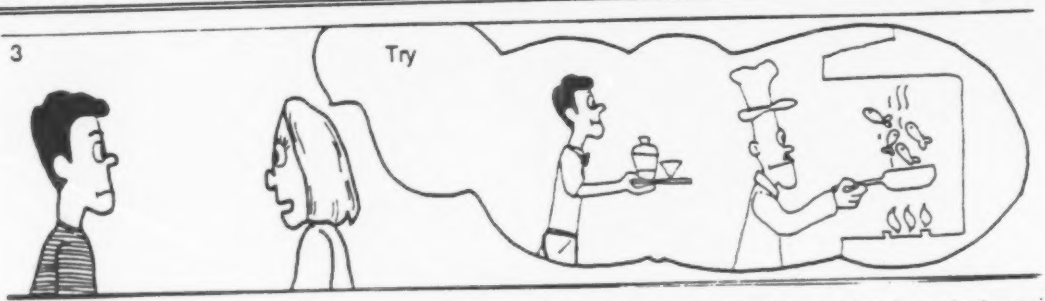
Making Changes - Making Choices



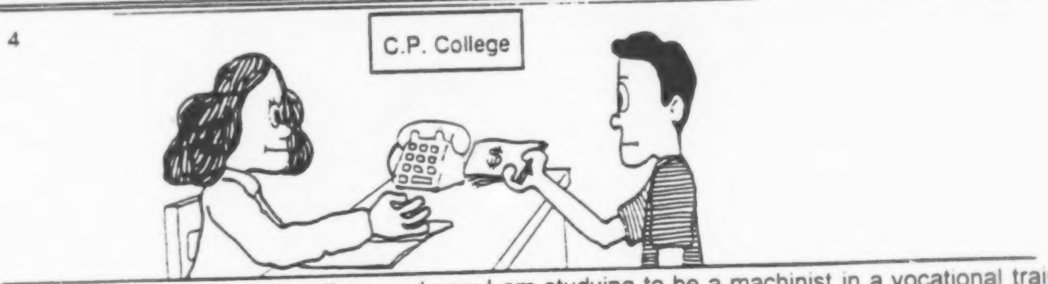
I wanted to go to college but I did not have enough money to pay the tuition fees.



I went to see the counselor to find out how to get a job as a repairman.



She told me that I did not have enough experience to get that kind of job. She advised me to try a job in a restaurant first.



I saved enough money to go to college and now I am studying to be a machinist in a vocational training class.

Sometimes you cannot have what you want in this country right away; you have to do something else first to help you get closer to what you want. The most important thing that you must have is determination. Even when it is very difficult you must always believe that you can do it. Maybe it will take a long time but you will feel very proud of yourself when you are successful.

MAKING CHANGES - MAKING CHOICES

Test Your Vocabulary!

Choose words from the list below to complete the following sentences.

Many of the refugees who come to this country have to make some very difficult ____________ on their path to becoming ____________. Most of them have to __________ between remaining on welfare and taking a job.

A lot of people enter the job market at first in a ____________ position and once they have got some work experience they have a better chance of finding a __________, full-time position.

If you do not have any work experience in this country, it is very difficult to find a job which will pay enough ____ __________ your whole family. However, it is your ________________ to get some good ______________ about what is best.

It can be very ___________ when you are trying to calculate how much money you will make in ______ ____________ after taxes and social security have been taken out of your ___________ ____________.

Many people are worried that they will lose their _________ _____________ if they get a job. They do not understand that welfare payments and Medi-cal continues for families who have a low income from employment.

It is hard to be successful in this country but it is not ________________. Many refugees and immigrants have come to this country with nothing, they worked hard and now they are successful. Never give up!

medical benefit
to support
advice
permanent
confusing
net income
temporary
impossible
choose
responsibility
decisions
gross income
successful

MAKING CHANGES - MAKING CHOICE

A. No Welfare, no Medicaid

"Even for a few months, we need to depend on welfare. Because no welfare, no medicaid. Medicaid is very important for new arrivals. If someone gets welfare and medicaid for at least three months, then starts to work, the welfare will stop automatically, but the medicaid will continue for four months more. After that, he can qualify for the company's insurance. During the trial period of three months, a new worker can't be covered by the insurance policy of the company."

Texas

B. I feel inferior.

"I think that when my family escapes from welfare assistance I will have real happiness. Now I feel inferior when a cashier looks down at my wife and I when we buy food with food stamps. I know that food stamps are only a temporary part of my life, but I still can't help being depressed. When I get to thinking about my feelings I tell myself, 'Sit down, forget it and study.'"

Honolulu, HI

C. Only welfare can help us.

"Even if we were doctors, lawyers, or dentists in our own country, we must have an American degree or diploma. How do we get a diploma? We must go to school. But where is the money to go to school? When we left our country, we didn't bring anything with us. Only welfare can help us, so we are never shy when we get it."

D. I only need money for the first few months.

Everything has not happened the way I want to. I planned to enroll at a full-time manicure class and study English at the same time. But I couldn't make it. The Welfare Department referred me to a job placement agency. At this agency, they teach me how to fill out an application form, where to find a job, and they will find a job for me. All of these things I can do myself better than them. I must accept any full time entry level job. I never want to receive welfare to survive. I only need money in the first few months to study the skill. Then I can earn more money with my skill. On the other hand, I want to continue my studies. They don't let me study in the vocational class that I'm interested in.

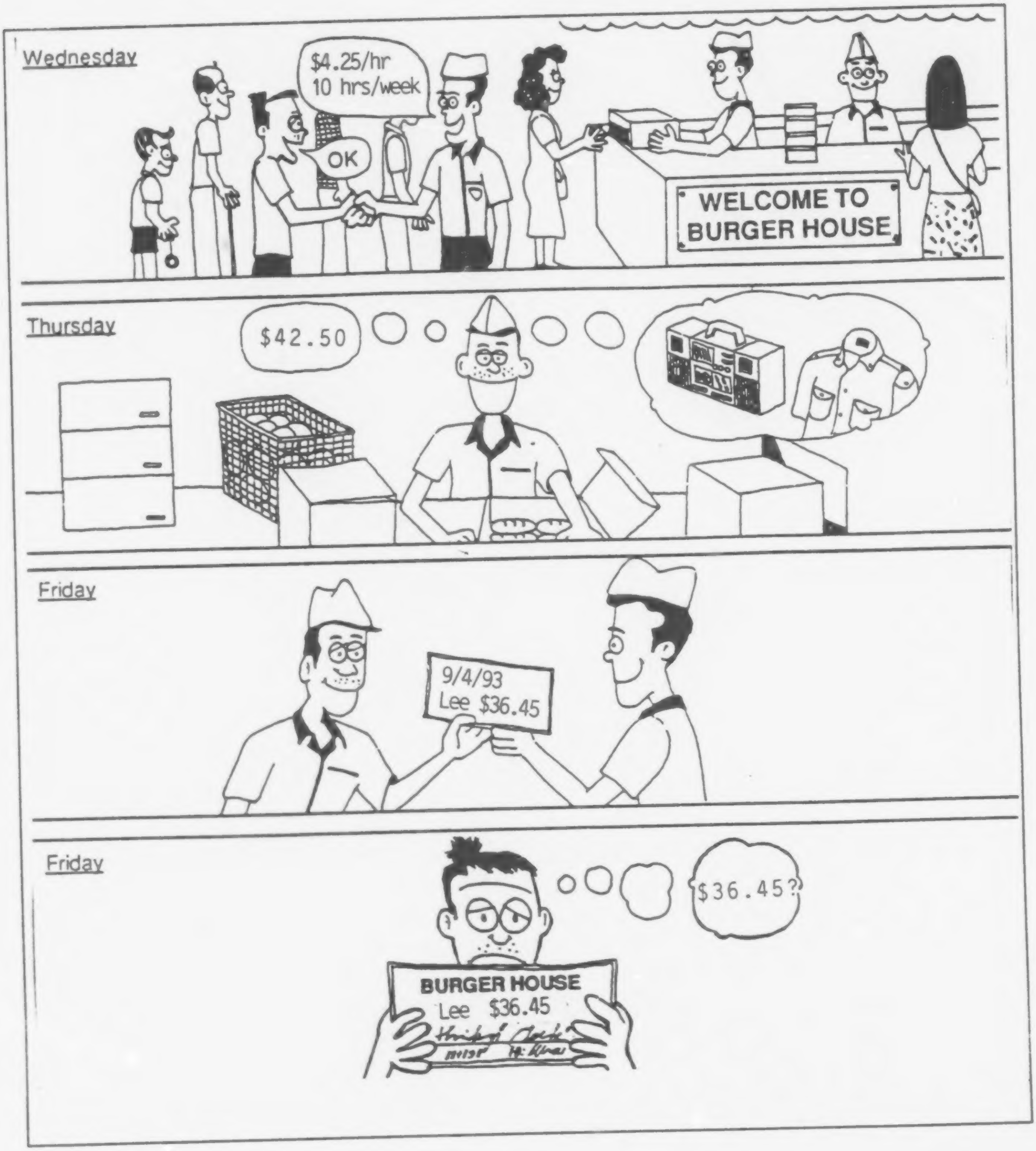
Norwalk, CT

E. Getting welfare is not pleasant.

If you take the welfare benefits you should work to improve your English and immediately choose a proper job according to your ability and learn it within six months. When you have a good base in language and a career, you can be self-sufficient and live comfortably without welfare. The fact of the matter is that getting welfare is not pleasant. There are many complicated things that you are bound to follow regarding your housing, owning a car, depositing money in a bank, working, etc. I have a single friend here who got welfare for two months. It was not enough for him to pay the rent, eat, have pocket money, and send presents home to help his family. At last he decided not to get welfare any longer and got a job. Since then, he has earned two or three times as much as the welfare each month and learned ESL in a night class.

San Jose, CA

HOW MUCH MONEY WILL I REALLY MAKE?


Wednesday
$4.25/hr 10 hrs/week
OK
WELCOME TO BURGER HOUSE
Thursday
$42.50
Friday
9/4/93 Lee $36.45
Friday
$36.45?
BURGER HOUSE
Lee $36.45

HOW MUCH MONEY WILL I REALLY MAKE

TARGET VOCABULARY

These are some of the vocabulary words you will see in this unit. Try to guess the meaning of the words from the sentence. Do not worry if you do not understand the exact meaning of every word. Just try to get an idea of the meaning. The last exercise in this unit will give you some practice in using the words.

1. Weekly
2. Bi-weekly
3. Monthly
4. Semi-monthly
5. Deductions
6. Wages
7. Earnings
8. Pay Stub
9. Compare
10. W-4 Form
11. Withholding
12. Dependents
13. Allowances
14. Perjury
15. Calculate
16. Federal
17. State
18. Instructions
19. FICA
20. Overtime
21. Gross Earnings
22. Claimed
23. Net pay
24. Table
25. Horizontal

HOW MUCH MONEY WILL I REALLY MAKE?

When you get a job, one of the first things your employer will ask you to do is fill out a W4 form. On this form you will give information about how many dependents you have. This means how many people you are responsible for supporting.

Your employer will use the information you give on this form to calculate how much Federal and State income tax should be taken out of your pay check. It is very important that you fill out the form correctly.

Look at the work sheet on the next page, this is the middle section of the W4 form. Read and follow the instructions carefully.

Look at part A. Put a '1' on the line if no-one else is counting you as a dependent on their own form.

Read the instructions for B. If you are working and your husband/wife does not work outside the home, put a '1' on the line. If your husband/wife also works but he/she makes less than $1000, you should put a '1' on the line. If you have two jobs and the income from the second job is less than $1000, put '1' on the line.

Read the instructions for C. Most people will put '1' on the line. (However, if you have more than one job and you make quite a lot of money in the 2nd job, or if your husband/wife is working, you may decide to put '0'. This will make sure that you pay enough tax during the year so that at the end of the year when you fill out your tax forms you do not have to pay an extra amount).

Read the instructions for D. Write down how many children you have who are under the age of 18, not working and who are living at home and being supported by you. Put this number on the line.

Read the instructions for E. Only put a '1' on this line of you are unmarried and pay more than 50% of the costs of your home, including supporting your dependents.

Read the instructions for F. Only put '1' on this line if you are paying child care or nursing care costs for one of your dependents and you can claim this amount as a tax credit.

Read the instructions for G. Add all the numbers you have written down on the lines together and put the total on the line.

If you and your husband/wife make less than $50,000 total from employment each year,go to the next part of the form.

Personal Allowances Worksheet

A Enter "1" for **yourself** if no one else can claim you as a dependent . . . . **A** ______

B Enter "1" if: {
- You are single and have only one job; or
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse's wages (or the total of both) are $1,000 or less.

} . . **B** ______

C Enter "1" for your **spouse.** But, you may choose to enter -0- if you are married and have either a working spouse or more than one job (this may help you avoid having too little tax withheld) . . . . **C** ______

D Enter number of **dependents** (other than your spouse or yourself) whom you will claim on your tax return . . . . . **D** ______

E Enter "1" if you will file as **head of household** on your tax return (see conditions under **Head of Household** above) . **E** ______

F Enter "1" if you have at least $1,500 of **child or dependent care expenses** for which you plan to claim a credit . . **F** ______

G Add lines A through F and enter total here. **Note:** This amount may be different from the number of exemptions you claim on your return ▶ **G** ______

For accuracy, do all worksheets that apply. {
- If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.
- If you are **single** and have **more than one job** and your combined earnings from all jobs exceed $30,000 OR If you are **married** and have a **working spouse or more than one job,** and the combined earnings from all jobs exceed $50,000, see the Two-Earner/Two-Job Worksheet on page 2 if you want to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line G on line 5 of Form W-4 below.

BEST COPY AVAILABLE

This part of the form is called the WITHHOLDING ALLOWANCE CERTIFICATE. You give this to your employer when you have filled it out. "Withholding allowances" means the amount of money the employer is going to withhold, or take out of your pay check for taxes and social security payments. The employer does not keep this money, he/she sends it to the government. Everyone pays tax on money they make, but people who have a lot of children or other dependents pay less tax than single people or people who have no children. If your income is very low, you may not have to pay any tax at all.

When you get a job, you may want to ask how often your wages or salary will be paid. Some employers like to pay every week, some pay every two weeks or bi-weekly. If your job has a fixed monthly salary you will probably be paid once a month.

Each time you are paid you will receive an EMPLOYEE'S STATEMENT OF EARNINGS AND DEDUCTIONS. This is also sometimes called a pay stub. You should always check your pay stub and keep it. You may need to send a copy of it to the Department of Social Services to get food stamps and AFDC payments. If you think that your employer has made a mistake in your wages, you must have your pay stub to show how much you were paid for how many hours. You can compare the pay stub with your time sheet. REMEMBER! Everyone makes mistakes. If your employer makes a mistake on your pay stub it does not mean he/she is trying to cheat you. You should tell your supervisor, show him or her your pay stub and clearly explain the problem. If there has been a mistake, your employer can usually correct it in the next pay check.

Cut here and give the certificate to your employer. Keep the top portion for your records.

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

▶ For Privacy Act and Paperwork Reduction Act Notice, see reverse.

OMB No. 1545-0010
1994

1 Type or print your first name and middle initial	Last name	2 Your social security number
Home address (number and street or rural route)		3 ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate. *Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.*
City or town, state, and ZIP code		4 If your last name differs from that on your social security card, check here and call 1-800-772-1213 for more information . . . . ▶ ☐

83

5 Total number of allowances you are claiming (from line G above or from the worksheets on page 2 if they apply) . | 5 |

6 Additional amount, if any, you want withheld from each paycheck . . . . | 6 | $

7 I claim exemption from withholding for 1994 and I certify that I meet **BOTH** of the following conditions for exemption:

- Last year I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability; **AND**
- This year I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability.

If you meet both conditions, enter "EXEMPT" here . . . . ▶ | 7 |

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

Employee's signature ▶ **Date ▶** , 19

8 Employer's name and address (Employer: Complete 8 and 10 only if sending to the IRS)	9 Office code (optional)	10 Employer identification number

Form W-4 (1994)

Want More Money In Your Paycheck?

If you expect to be able to take the earned income credit for 1994, you can have part of it added to your take-home pay. For details, get Form W-5 from your employer.

Purpose. Complete Form W-4 so that your employer can withhold the correct amount of Federal income tax from your pay.

Exemption From Withholding. Read line 7 of the certificate below to see if you can claim exempt status. *If exempt, complete line 7; but do not complete lines 5 and 6.* No Federal income tax will be withheld from your pay. Your exemption is good for 1 year only. It expires February 15, 1995.

Note: *You cannot claim exemption from withholding if (1) your income exceeds $600 and includes unearned income (e.g., interest and dividends), and (2) another person can claim you as a dependent on their tax return.*

Basic Instructions. Employees who are not exempt should complete the Personal Allowances Worksheet. Additional worksheets are provided on page 2 for employees to adjust their withholding allowances based on itemized deductions, adjustments to income, or two-earner/two-job situations. Complete all worksheets that apply to your situation. The worksheets will help you figure the number of withholding allowances you are entitled to claim. However, you may claim fewer allowances than this.

Head of Household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals.

Nonwage Income. If you have a large amount of nonwage income, such as interest or dividends, you should consider making estimated tax payments using Form 1040-ES. Otherwise, you may find that you owe additional tax at the end of the year.

Two Earners/Two Jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. This total should be divided among all jobs. Your withholding will usually be most accurate when all allowances are claimed on the W-4 filed for the highest paying job and zero allowances are claimed for the others.

Check Your Withholding. After your W-4 takes effect, you can use Pub. 919, Is My Withholding Correct for 1994?, to see how the dollar amount you are having withheld compares to your estimated total annual tax. We recommend you get Pub. 919 especially if you used the Two Earner/Two Job Worksheet and your earnings exceed $150,000 (Single) or $200,000 (Married). Call 1-800-829-3676 to order Pub. 919. Check your telephone directory for the IRS assistance number for further help.

Personal Allowances Worksheet

A Enter "1" for **yourself** if no one else can claim you as a dependent . . . . A ______

B Enter "1" if:
- You are single and have only one job; or
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse's wages (or the total of both) are $1,000 or less.

. . . B ______

C Enter "1" for your **spouse**. But, you may choose to enter -0- if you are married and have either a working spouse or more than one job (this may help you avoid having too little tax withheld) . . . . C ______

D Enter number of **dependents** (other than your spouse or yourself) whom you will claim on your tax return . . . . . . D ______

E Enter "1" if you will file as **head of household** on your tax return (see conditions under **Head of Household** above) . E ______

F Enter "1" if you have at least $1,500 of **child or dependent care expenses** for which you plan to claim a credit . . F ______

G Add lines A through F and enter total here. **Note:** This amount may be different from the number of exemptions you claim on your return ▶ G ______

For accuracy, do all worksheets that apply.
- If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.
- If you are **single** and have **more than one job** and your combined earnings from all jobs exceed $30,000 OR if you are **married** and have **a working spouse or more than one job**, and the combined earnings from all jobs exceed $50,000, see the Two-Earner/Two-Job Worksheet on page 2 if you want to avoid having too little tax withheld.
- **If neither of the above situations applies, stop here and enter the number from line G on line 5 of Form W-4 below.**

Cut here and give the certificate to your employer. Keep the top portion for your records.

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

▶ **For Privacy Act and Paperwork Reduction Act Notice, see reverse.**

OMB No. 1545-0010
1994

1 Type or print your first name and middle initial — Last name

2 Your social security number

Home address (number and street or rural route)

3 ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.

City or town, state, and ZIP code

4 If your last name differs from that on your social security card, check here and call 1-800-772-1213 for more information . . . . ▶ ☐

5 Total number of allowances you are claiming (from line G above or from the worksheets on page 2 if they apply) . **5**

6 Additional amount, if any, you want withheld from each paycheck . . . . **6** $

7 I claim exemption from withholding for 1994 and I certify that I meet BOTH of the following conditions for exemption:
- Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND
- This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, enter "EXEMPT" here . . . . ▶ **7**

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

Employee's signature ▶ Date ▶ , 19

8 Employer's name and address (Employer: Complete 8 and 10 only if sending to the IRS)

9 Office code (optional)

10 Employer identification number

Cat. No. 10220Q

Deductions and Adjustments Worksheet

Note: *Use this worksheet only if you plan to itemize deductions or claim adjustments to income on your 1994 tax return.*

1 Enter an estimate of your 1994 itemized deductions. These include: qualifying home mortgage interest, charitable contributions, state and local taxes (but not sales taxes), medical expenses in excess of 7.5% of your income, and miscellaneous deductions. (For 1994, you may have to reduce your itemized deductions if your income is over $111,800 ($55,900 if married filing separately). Get Pub. 919 for details.) **1** $________

2 Enter: { $6,350 if married filing jointly or qualifying widow(er) / $5,600 if head of household / $3,800 if single / $3,175 if married filing separately } . . . . **2** $________

3 Subtract line 2 from line 1. If line 2 is greater than line 1, enter -0- . . . . **3** $________

4 Enter an estimate of your 1994 adjustments to income. These include alimony paid and deductible IRA contributions **4** $________

5 Add lines 3 and 4 and enter the total . . . . **5** $________

6 Enter an estimate of your 1994 nonwage income (such as dividends or interest) . . . . . . **6** $________

7 Subtract line 6 from line 5. Enter the result, but not less than -0- . . . . **7** $________

8 Divide the amount on line 7 by $2,500 and enter the result here. Drop any fraction . . . . . **8** ________

9 Enter the number from Personal Allowances Worksheet, line G, on page 1 . . . . **9** ________

10 Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earner/Two-Job Worksheet, also enter this total on line 1, below. Otherwise, stop here and enter this total on Form W-4, line 5, on page 1. . . . **10** ________

Two-Earner/Two-Job Worksheet

Note: *Use this worksheet only if the instructions for line G on page 1 direct you here.*

1 Enter the number from line G on page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet) **1** ________

2 Find the number in Table 1 below that applies to the LOWEST paying job and enter it here . . . . **2** ________

3 If line 1 is GREATER THAN OR EQUAL TO line 2, subtract line 2 from line 1. Enter the result here (if zero, enter -0-) and on Form W-4, line 5, on page 1. DO NOT use the rest of this worksheet . . . . **3** ________

Note: *If line 1 is LESS THAN line 2, enter -0- on Form W-4, line 5, on page 1. Complete lines 4–9 to calculate the additional withholding amount necessary to avoid a year-end tax bill.*

4 Enter the number from line 2 of this worksheet . . . . **4** ________

5 Enter the number from line 1 of this worksheet . . . . **5** ________

6 Subtract line 5 from line 4 . . . . **6** ________

7 Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here . . . . . **7** $________

8 Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding amount needed **8** $________

9 Divide line 8 by the number of pay periods remaining in 1994. (For example, divide by 26 if you are paid every other week and you complete this form in December 1993.) Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck . . . . **9** $________

Table 1: Two-Earner/Two-Job Worksheet

Married Filing Jointly				All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above
0 - $3,000	0	39,001 - 50,000	9	0 - $4,000	0
3,001 - 6,000	1	50,001 - 55,000	10	4,001 - 10,000	1
6,001 - 11,000	2	55,001 - 60,000	11	10,001 - 14,000	2
11,001 - 16,000	3	60,001 - 70,000	12	14,001 - 19,000	3
16,001 - 21,000	4	70,001 - 80,000	13	19,001 - 23,000	4
21,001 - 27,000	5	80,001 - 90,000	14	23,001 - 45,000	5
27,001 - 31,000	6	90,001 and over	15	45,001 - 60,000	6
31,001 - 34,000	7			60,001 - 70,000	7
34,001 - 39,000	8			70,001 and over	8

Table 2: Two-Earner/Two-Job Worksheet

Married Filing Jointly		All Others	
If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
0 - $ 50,000	$370	0 - $ 30,000	$370
50,001 - 100,000	690	30,001 - 60,000	690
100,001 - 130,000	760	60,001 - 110,000	760
130,001 - 220,000	880	110,001 - 220,000	880
220,001 and over	970	220,001 and over	970

Privacy Act and Paperwork Reduction Act Notice.—We ask for the information on this form to carry out the Internal Revenue laws of the United States. The Internal Revenue Code requires this information under sections 3402(f)(2)(A) and 6109 and their regulations. Failure to provide a completed form will result in your being treated as a single person who claims no withholding allowances. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, and the District of Columbia for use in administering their tax laws.

The time needed to complete this form will vary depending on individual circumstances. The estimated average time is: Recordkeeping 46 min., Learning about the law or the form 10 min., Preparing the form 69 min. If you have comments concerning the accuracy of these time estimates or suggestions for making this form more simple, we would be happy to hear from you. You can write to both the Internal Revenue Service, Attention: Reports Clearance Officer, PC:FP, Washington, DC 20224; and the Office of Management and Budget, Paperwork Reduction Project (1545-0010), Washington, DC 20503. DO NOT send the tax form to either of these offices. Instead, give it to your employer.

*U.S. GOVERNMENT PRINTING OFFICE: 1993-345-121

Printed on recycled paper

MR. GULGAZOV TAKES THE JOB

After talking to his friend Neng, Ilya Gulgazov decided to take the job he had been offered at the Benson Industries factory. His job is full-time and pays $4.95 per hour. He gets paid twice a month, or semimonthly.

You are going to do the job of the bookkeeper at Benson Industries and calculate Ilya Gulgazov's pay check for the two week pay period 8/30 - 9/10 1994. Look at the pay stub on the next page.

1. The pay period represents two full weeks of work.
   How many hours is that?______ Fill out the number of hours in the first box before the section which says REG. HR.@. You are filling out the number of regular hours Ilya worked.

2. In the next section, fill out the hourly rate of pay. How much does Ilya get paid each hour? _____

3. Now you must calculate Ilya's total **gross earnings**. Multiply 80 hours by $4.95. 80 x 4.95 = ______ Write down this total in the next two boxes.

4. The next line says O.T. HR.@. This means Overtime Hours. If Ilya did any overtime you would write down the hours in this box. Sometimes overtime is paid at a higher rate than regular work hours so you would write down the overtime rate in the next box. Ilya did not do any overtime during this pay period, so leave all the boxes on this line empty.

5. Now you know how much Ilya made in total gross earnings for the pay period 8/30 - 9/10. Your next job is to calculate the deductions you must make from his pay check to pay taxes and social security. The first line says F.I.C.A. - S.S. This means **Federal Income Contribution Act - Social Security.** This is an amount of money that every employee pays to the Federal government. The government uses this money to pay people social security money when they are retired and no longer working. It is a little bit like putting money into a savings account ready for your old age.

BENSON INDUSTRIES

Period Ending 8/30 - 9/10 19 94

Name

	REG HR. @			
	O.T. HR. @			
TOTAL EARNINGS				
F.I.C.A. - S.S.				
F.I.C.A. - MED.				
WITHHOLDING U.S. INCOME TAX				
STATE TAX				
S.D.I.				
TOTAL DEDUCTIONS				
NET PAY				

EMPLOYEES' STATEMENT OF EARNINGS
AND DEDUCTIONS • DETACH AND RETAIN

This is a contribution that everyone must make, you do not have a choice. The employer must calculate how much to deduct from your pay check. Everyone pays 6.2% of their gross earnings in F.I.C.A. Social Security payments. Calculate how much needs to be deducted from Ilya's pay check. His total gross earnings = $396.00.

Multiply 396.00 by 6.2%. $\frac{396}{1} \times \frac{6.2}{100} = \frac{2455}{100}$

2455 divided by 100 = 24.55 so 6.2% of $396.00 = $24.55.
Fill out $24.55 in the section after F.I.C.A. - S.S.

6. F.I.C.A. - MED. means **Federal Income Contribution Act - Medi-Care.** This is the amount of money that all employees pay to the Federal government so that the government can help people who do not have medical insurance. In California if you receive help from this program it is called Medi-cal. Medi-cal is paid for from the money that all working people have deducted from their wages. Employers must calculate how much to deduct from your pay check. Everyone must contribute 1.45% of total gross earnings to F.I.C.A. -MED. Calculate how much to deduct from Ilya's pay check. His total gross earnings = $396.00. Multiply 396 by 1.45%

$\frac{396}{1} \times \frac{1.45}{100} = \frac{574}{100}$ 574 divided by 100 = 5.74

So, 1.45% of $396.00 = $5.74. Fill out this amount in the section after F.I.C.A. - MED.

7. Now you need to calculate how much Federal Income tax to withhold from Ilya's pay check. You will write this in the section after WITHHOLDING U.S. INCOME TAX. Remember that the amount of tax to be paid depends on how many people Ilya is supporting. On his W4 form, Ilya claimed 7 because he has 5 children (5) and his wife (1) does not work and he (1) only has one job. When his wife has her new baby he will claim 8. But for now, the bookkeeper at Benson Industries is going to use the number 7.

You must look at a special table to find out how much money to deduct from Ilya's pay check. It is called MARRIED PERSONS - SEMIMONTHLY PAYROLL PERIOD (For wages paid in 1994). Semimonthly means the same as bi-weekly, you get paid every two weeks. This table shows the employer how much money each employee must pay in federal tax and how much money the employer must deduct from the employee's pay check so that it can be sent to the Federal government. Look at the table on the next page. On the left it shows a list of wages. It says:

If the wages are -
At least But less than.

Ilya's wages for the two week pay period are $396.00. Look down the column which says **At least**. Are his wages at least $270? Yes. Go to the next number. Are his wages at least $280? Yes. Keep going until you reach a number where the answer is no. For example: Are his wages at least $390? Yes. Are his wages at least $400? No, so go back to the last number - $390.
Now go to the next column, **But less than.** What is the number next to $390? $400. Are Ilya's wages less than $400? Yes they are, so this is the horizontal line that you want. Draw a line in pencil underneath the 390 right across the page.
Now go the top of the page where it says:
And the number of withholding allowances claimed is--.
Remember that Ilya is claiming 7 withholding allowances. Find the column with a 7 at the top. That is the vertical line that you want. Now follow that vertical line down until it meets the horizontal line. What is the amount listed there? This means that Ilya **does not have to pay any federal tax.** This is because his income is low and he is supporting many people.

8. Fill out the section of the pay stub after WITHHOLDING U.S. INCOME TAX. Put - 0 -.

9. Now you need to find out how much money Ilya must pay in STATE TAX. Look at the next table which gives you State Tax information and do the same thing. How much State Tax does Ilya have to pay?
   Fill out the amount on the Pay Stub.

FEDERAL

MARRIED Persons—**SEMIMONTHLY** Payroll Period

(For Wages Paid in 1994)

If the wages are–		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
$0	$270	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
270	280	2	0	0	0	0	0	0	0	0	0	0
280	290	3	0	0	0	0	0	0	0	0	0	0
290	300	5	0	0	0	0	0	0	0	0	0	0
300	310	6	0	0	0	0	0	0	0	0	0	0
310	320	8	0	0	0	0	0	0	0	0	0	0
320	330	9	0	0	0	0	0	0	0	0	0	0
330	340	11	0	0	0	0	0	0	0	0	0	0
340	350	12	0	0	0	0	0	0	0	0	0	0
350	360	14	0	0	0	0	0	0	0	0	0	0
360	370	15	0	0	0	0	0	0	0	0	0	0
370	380	17	1	0	0	0	0	0	0	0	0	0
380	390	18	3	0	0	0	0	0	0	0	0	0
390	400	20	4	0	0	0	0	0	0	0	0	0
400	410	21	6	0	0	0	0	0	0	0	0	0
410	420	23	7	0	0	0	0	0	0	0	0	0
420	430	24	9	0	0	0	0	0	0	0	0	0
430	440	26	10	0	0	0	0	0	0	0	0	0
440	450	27	12	0	0	0	0	0	0	0	0	0
450	460	29	13	0	0	0	0	0	0	0	0	0
460	470	30	15	0	0	0	0	0	0	0	0	0
470	480	32	16	1	0	0	0	0	0	0	0	0
480	490	33	18	2	0	0	0	0	0	0	0	0
490	500	35	19	4	0	0	0	0	0	0	0	0
500	520	37	22	6	0	0	0	0	0	0	0	0
520	540	40	25	9	0	0	0	0	0	0	0	0
540	560	43	28	12	0	0	0	0	0	0	0	0
560	580	46	31	15	0	0	0	0	0	0	0	0
580	600	49	34	18	3	0	0	0	0	0	0	0
600	620	52	37	21	6	0	0	0	0	0	0	0
620	640	55	40	24	9	0	0	0	0	0	0	0
640	660	58	43	27	12	0	0	0	0	0	0	0
660	680	61	46	30	15	0	0	0	0	0	0	0
680	700	64	49	33	18	3	0	0	0	0	0	0
700	720	67	52	36	21	6	0	0	0	0	0	0
720	740	70	55	39	24	9	0	0	0	0	0	0
740	760	73	58	42	27	12	0	0	0	0	0	0
760	780	76	61	45	30	15	0	0	0	0	0	0
780	800	79	64	48	33	18	2	0	0	0	0	0
800	820	82	67	51	36	21	5	0	0	0	0	0
820	840	85	70	54	39	24	8	0	0	0	0	0
840	860	88	73	57	42	27	11	0	0	0	0	0
860	880	91	76	60	45	30	14	0	0	0	0	0
880	900	94	79	63	48	33	17	2	0	0	0	0
900	920	97	82	66	51	36	20	5	0	0	0	0
920	940	100	85	69	54	39	23	8	0	0	0	0
940	960	103	88	72	57	42	26	11	0	0	0	0
960	980	106	91	75	60	45	29	14	0	0	0	0
980	1,000	109	94	78	63	48	32	17	2	0	0	0
1,000	1,020	112	97	81	66	51	35	20	5	0	0	0
1,020	1,040	115	100	84	69	54	38	23	8	0	0	0
1,040	1,060	118	103	87	72	57	41	26	11	0	0	0
1,060	1,080	121	106	90	75	60	44	29	14	1	0	0
1,080	1,100	124	109	93	78	63	47	32	17	4	0	0
1,100	1,120	127	112	96	81	66	50	35	20	7	0	0
1,120	1,140	130	115	99	84	69	53	38	23	10	0	0
1,140	1,160	133	118	102	87	72	56	41	26	13	0	0
1,160	1,180	136	121	105	90	75	59	44	29	16	1	0
1,180	1,200	139	124	108	93	78	62	47	32	19	4	0
1,200	1,220	142	127	111	96	81	65	50	35	22	7	0
1,220	1,240	145	130	114	99	84	68	53	38	25	10	0
1,240	1,260	148	133	117	102	87	71	56	41	28	13	0
1,260	1,280	151	136	120	105	90	74	59	44	31	16	1
1,280	1,300	154	139	123	108	93	77	62	47	34	19	4
1,300	1,320	157	142	126	111	96	80	65	50	37	22	7
1,320	1,340	160	145	129	114	99	83	68	53	40	25	10
1,340	1,360	163	148	132	117	102	86	71	56	43	28	13
1,360	1,380	166	151	135	120	105	89	74	59	46	31	16
1,380	1,400	169	154	138	123	108	92	77	62	49	34	19
1,400	1,420	172	157	141	126	111	95	80	65	49	34	19

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STATE

MARRIED PERSONS----SEMI-MONTHLY PAYROLL PERIOD

(FOR WAGES PAID IN 1994)

IF WAGES ARE...		AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...										
AT LEAST	BUT LESS THAN	0	1	2	3	4	5	6	7	8	9	10 OR MORE
		...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...										
$1	$300	0.00										
300	320	2.10										
320	340	2.30										
340	360	2.50										
360	380	2.70	0.03									
380	400	2.90	0.23									
400	420	3.10	0.43									
420	440	3.30	0.63									
440	460	3.50	0.83									
460	480	3.70	1.03									
480	500	3.92	1.25									
500	520	4.32	1.65									
520	540	4.72	2.05									
540	560	5.12	2.45									
560	580	5.52	2.85									
580	600	5.92	3.25									
600	620	6.32	3.65									
620	640	6.72	4.05									
640	660	7.12	4.45									
660	680	7.52	4.85	0.18								
680	700	7.92	5.25	0.58								
700	720	8.32	5.65	0.98								
720	740	8.72	6.05	1.38								
740	760	9.12	6.45	1.78								
760	780	9.52	6.85	2.18								
780	800	9.92	7.25	2.58								
800	820	10.32	7.65	2.98	0.32							
820	840	10.72	8.05	3.38	0.72							
840	860	11.12	8.45	3.78	1.12							
860	880	11.52	8.85	4.18	1.52							
880	900	11.92	9.25	4.58	1.92							
900	920	12.32	9.65	4.98	2.32							
920	940	12.72	10.05	5.38	2.72	0.05						
940	960	13.12	10.45	5.78	3.12	0.45						
960	980	13.52	10.85	6.18	3.52	0.85						
980	1000	13.92	11.25	6.58	3.92	1.25						
1000	1040	14.52	11.85	7.18	4.52	1.85						
1040	1080	16.06	13.39	7.98	5.32	2.65						
1080	1120	17.66	14.99	8.78	6.12	3.45	0.78					
1120	1160	19.26	16.59	9.92	7.25	4.59	1.92					
1160	1200	20.86	18.19	11.52	8.85	6.19	3.52	0.85				
1200	1240	22.46	19.79	13.12	10.45	7.79	5.12	2.45				
1240	1280	24.06	21.39	14.72	12.05	9.39	6.72	4.05	1.39			
1280	1320	25.66	22.99	16.32	13.65	10.99	8.32	5.65	2.99	0.32		
1320	1360	27.26	24.59	17.92	15.25	12.59	9.92	7.25	4.59	1.92		
1360	1400	28.86	26.19	19.52	16.85	14.19	11.52	8.85	6.19	3.52	0.85	
1400	1440	30.46	27.79	21.12	18.45	15.79	13.12	10.45	7.79	5.12	2.45	
1440	1480	32.06	29.39	22.72	20.05	17.39	14.72	12.05	9.39	6.72	4.05	1.39
1480	1520	33.66	30.99	24.32	21.65	18.99	16.32	13.65	10.99	8.32	5.65	2.99
1520	1560	35.26	32.59	25.92	23.25	20.59	17.92	15.25	12.59	9.92	7.25	4.59
1560	1600	37.42	34.75	27.52	24.85	22.19	19.52	16.85	14.19	11.52	8.85	6.19

---- CONTINUED NEXT PAGE ----

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MARRIED PERSONS----SEMI-MONTHLY PAYROLL PERIOD

(FOR WAGES PAID IN 1994)

IF WAGES ARE...		AND THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED IS...										
AT LEAST	BUT LESS THAN	0	1	2	3	4	5	6	7	8	9	10 OR MORE
		...THE AMOUNT OF INCOME TAX TO BE WITHHELD SHALL BE...										
1600	1640	39.82	37.15	29.12	26.45	23.79	21.12	18.45	15.79	13.12	10.45	7.79
1640	1680	42.22	39.55	30.88	28.21	25.54	22.88	20.21	17.54	14.88	12.21	9.54
1680	1720	44.62	41.95	33.28	30.61	27.94	25.28	22.61	19.94	17.28	14.61	11.94
1720	1760	47.02	44.35	35.68	33.01	30.34	27.68	25.01	22.34	19.68	17.01	14.34
1760	1800	49.42	46.75	38.08	35.41	32.74	30.08	27.41	24.74	22.08	19.41	16.74
1800	1840	51.82	49.15	40.48	37.81	35.14	32.48	29.81	27.14	24.48	21.81	19.14
1840	1880	54.22	51.55	42.88	40.21	37.54	34.88	32.21	29.54	26.88	24.21	21.54
1880	1920	56.62	53.95	45.28	42.61	39.94	37.28	34.61	31.94	29.28	26.61	23.94
1920	1960	59.02	56.35	47.68	45.01	42.34	39.68	37.01	34.34	31.68	29.01	26.34
1960	2000	61.42	58.75	50.08	47.41	44.74	42.08	39.41	36.74	34.08	31.41	28.74
2000	2040	63.82	61.15	52.48	49.81	47.14	44.48	41.81	39.14	36.48	33.81	31.14
2040	2080	66.22	63.55	54.88	52.21	49.54	46.88	44.21	41.54	38.88	36.21	33.54
2080	2120	68.62	65.95	57.28	54.61	51.94	49.28	46.61	43.94	41.28	38.61	35.94
2120	2160	71.33	68.67	59.68	57.01	54.34	51.68	49.01	46.34	43.68	41.01	38.34
2160	2200	74.53	71.87	62.08	59.41	56.74	54.08	51.41	48.74	46.08	43.41	40.74
2200	2250	78.13	75.47	64.79	62.13	59.46	56.79	54.13	51.46	48.79	46.13	43.46
2250	2300	82.13	79.47	68.79	66.13	63.46	60.79	58.13	55.46	52.79	50.13	47.46
2300	2350	86.13	83.47	72.79	70.13	67.46	64.79	62.13	59.46	56.79	54.13	51.46
2350	2400	90.13	87.47	76.79	74.13	71.46	68.79	66.13	63.46	60.79	58.13	55.46
2400	2450	94.13	91.47	80.79	78.13	75.46	72.79	70.13	67.46	64.79	62.13	59.46
2450	2500	98.133	95.47	84.79	82.13	79.46	76.79	74.13	71.46	68.79	66.13	63.46
2500	2550	102.13	99.47	88.79	86.13	83.46	80.79	78.13	75.46	72.79	70.13	67.46
2550	2600	106.13	103.47	92.79	90.13	87.46	84.79	82.13	79.46	76.79	74.13	71.46
2600	2650	110.13	107.47	96.79	94.13	91.46	88.79	86.13	83.46	80.79	78.13	75.46
2650	2700	114.49	111.82	100.79	98.13	95.46	92.79	90.13	87.46	84.79	82.13	79.46
2700	2750	119.14	116.47	104.79	102.13	99.46	96.79	94.13	91.46	88.79	86.13	83.46
2750	2800	123.79	121.12	109.15	106.48	103.82	101.15	98.48	95.82	93.15	90.48	87.82
2800	2850	128.44	125.77	113.80	111.13	108.47	105.80	103.13	100.47	97.80	95.13	92.47
2850	2900	133.09	130.42	118.45	115.78	113.12	110.45	107.78	105.12	102.45	99.78	97.12
2900	2950	137.74	135.07	123.10	120.43	117.77	115.10	112.43	109.77	107.10	104.43	101.77
2950	3000	142.39	139.72	127.75	125.08	122.42	119.75	117.08	114.42	111.75	109.08	106.42
3000	3050	147.04	144.37	132.40	129.73	127.07	124.40	121.73	119.07	116.40	113.73	111.07
3050	3100	151.69	149.02	137.05	134.38	131.72	129.05	126.38	123.72	121.05	118.38	115.72
3100	3150	156.34	153.67	141.70	139.03	136.37	133.70	131.03	128.37	125.70	123.03	120.37
3150	3200	160.99	158.32	146.35	143.68	141.02	138.35	135.68	133.02	130.35	127.68	125.02
3200	3250	165.64	162.97	151.00	148.33	145.67	143.00	140.33	137.67	135.00	132.33	129.67
3250	3300	170.29	167.62	155.65	152.98	150.32	147.65	144.98	142.32	139.65	136.98	134.32
3300	3350	174.94	172.27	160.30	157.63	154.97	152.30	149.63	146.97	144.30	141.63	138.97
3350	3400	179.59	176.92	164.95	162.28	159.62	156.95	154.28	151.62	148.95	146.28	143.62
3400	3450	184.24	181.57	169.60	166.93	164.27	161.60	158.93	156.27	153.60	150.93	148.27

3450 8849 (Table Amount PLUS 9.3 Percent of the Amount Over 3450)
8849 17698 (Table Amount PLUS 10 Percent of the Amount Over 17698) + 504.43
17698 and over (Table Amount PLUS 11 Percent of the Amount Over 17698) + 1389.33

10. The last thing you need to calculate is the amount of S.D.I. Ilya must pay. This is **State Disability Insurance.** If you are ill or have an accident and you cannot go back to work, you can apply for State Disability Insurance to help you. All employees must pay this money to the State government. The State will use the money it collects from all employees to help the people who have had an accident or are sick and cannot return to work. S.D.I. is 1.3% of total gross earnings. Calculate how much money to deduct from Ilya's pay check. His gross earnings are $396.00. Multiply 396 by 1.3%. $\frac{396}{1} \times \frac{1.3}{100} = \frac{515}{100}$

515 divided by 100 = 5.15
So, 1.3% of $396.00 = $5.15.
Fill out this amount on the pay stub.

11. Now calculate total deductions - add $24.55, $5.74 and $5.15. What is the total? ________ Fill out the pay stub where it says TOTAL DEDUCTIONS. Deduct this amount from total gross earnings. 396.00 - _______ = _______ What is Ilya's NET PAY? Fill out the pay stub.

This is the amount of money that the employer must give to Ilya. The employer is responsible for making payments to the Federal and State governments for the deductions that have been made from Ilya's pay check.
Do you think that Ilya has to pay a lot of money in taxes? Is it more than you expected or less? Add the amount of Net Pay that Ilya will receive from this job to the supplement that AFDC will pay him to find out how much money Ilya will really have each month. Is it more than you expected, or less? Do you think that Ilya made the right decision when he decided to take the job?

REMEMBER! There are many different kinds of pay stubs. When you get a job your pay stub may look very different from the one you have just worked on. Ask your supervisor to explain the different items on it if you do not understand what it means.

Some employers have special retirement and health insurance plans and some money may be deducted from your pay check each month to help pay for these plans. Ask your supervisor if there is something on your pay stub that you are not sure about.

What are the advantages of going to work?

What are the disadvantages of going to work?

EARNED INCOME TAX CREDIT

WHAT IS A CREDIT?

A credit is money that you may be able to get back from your taxes because you income is low.

To get the credit you **must** file a tax return (form 1040 or 1040A), even if you do not owe any tax, or you did not earn enough money to file a tax return.

The Earned Income Tax Credit, or EITC, is a tax credit for low income workers. The income limit for people who can claim the EITC changes each year, so check the Earned Income Tax Tables in the tax return instruction booklet carefully.

In 1994, if you did not have any children, you earned less than $9,000 during the year and your or your spouse was at least 25 years old you were able to get the tax credit. You do not have to fill out a special form. You must fill out line 28c on your tax return.

In 1994, if you had one child under 19 who was living at home, or a child 19-24 years old who was a full time student, and you earned less than $23,755 you were able to get the credit.

If you had two or more children living at home and you earned less than $25,296, you were able to get the credit. You do not get additional credit for children born during the tax year you are claiming for. If you have children, you must fill out schedule EIC and attach it to your tax return.

There are 2 ways you can apply for this credit:

1. You can fill out a W-5 form and give it to your employer. Your employer will add advanced earned income credit payments to your paycheck each time you are paid. The advantage of this method is that you have a little extra money all through the year.

2. When you file your income tax return, (form 1040 or 1040A) you can also fill out the EIC form (Schedule EIC) and put it with your income tax return. You can get an EIC form at the IRS office, the Post Office, or the library. If you do this, you will get a check for the entire amount for the year.

Form **W-5**

Department of the Treasury
Internal Revenue Service

Earned Income Credit Advance Payment Certificate

1994

Instructions

Changes To Note

If you do not have a qualifying child (defined later), you may be able to claim the earned income credit on your 1994 tax return. But you **cannot** get advance payments of the credit unless you have a qualifying child. Also, the extra credit for a child born during the year and the health insurance credit are no longer allowed.

Purpose

Use Form W-5 if you are eligible to get part of the earned income credit (EIC) in advance with your pay and choose to do so. If you choose not to get advance payments, you can still claim the EIC on your 1994 tax return.

What Is the EIC?

The EIC is a refundable tax credit for certain workers. For 1994, the EIC can be as much as $2,038 if you have one qualifying child; $2,528 if you have more than one qualifying child; $306 if you do not have a qualifying child.

Who Is Eligible To Get Advance EIC Payments?

You are eligible to get advance EIC payments if **all three** of the following apply:

1. You have a qualifying child.

2. You expect that your 1994 earned income and adjusted gross income will each be less than $23,755 (including your spouse's income if you expect to file a joint return).

3. You expect to be able to claim the EIC for 1994. To find out if you may be able to claim the EIC, answer the questions on page 2. If you expect to file **Form 2555,** Foreign Earned Income, or **Form 2555-EZ,** Foreign Earned Income Exclusion, for 1994, you **cannot** claim the EIC.

How Do I Get Advance EIC Payments?

If you are eligible to get advance EIC payments for 1994, you may be able to get up to $102 a month added to your take-home pay. To get advance EIC payments, fill in the Form W-5 at the bottom of this page. Then, detach it and give it to your employer. If you get advance payments, you **must** file a 1994 Form 1040A or Form 1040.

You may have only **one** Form W-5 in effect with a current employer at one time. If you and your spouse are both employed, each of you should file a separate Form W-5.

This Form W-5 expires on December 31, 1994. If you are eligible to get advance EIC payments for 1995, you must file a new Form W-5 next year.

Note: *You may be able to get a larger credit when you file your 1994 return. For details, see* ***Additional Credit*** *on page 2.*

Who Is a Qualifying Child?

Any child who meets **all three** of the following conditions is a **qualifying child**:

1. The child is your son, daughter, adopted child, stepchild, foster child, or a descendant (for example, your grandchild) of your son, daughter, or adopted child.

Note: *An adopted child includes a child placed with you by an authorized placement agency for legal adoption even if the adoption isn't final. A foster child is any child you cared for as your own child.*

2. The child is under age 19 or a full-time student under age 24 at the end of 1994, or is permanently and totally disabled.

3. The child either lives with you in the United States for more than half of 1994 (for all of 1994 if a foster child) OR was born, or died, in 1994 and your home in the United States was the child's home for the entire time he or she was alive.

Note: *Temporary absences such as for school, medical care, or vacation count as time lived with you.*

Married Child.—If the child is married at the end of 1994, the child is a qualifying child only if you may claim the child as your dependent or the **Exception** below applies to you.

Exception. You are the custodial parent and would be able to claim the child as your dependent but the noncustodial parent claims the child as a dependent because—

- You signed **Form 8332,** Release of Claim to Exemption for Child of Divorced or Separated Parents, or a similar statement, agreeing not to claim the child for 1994, or
- You have a pre-1985 divorce decree or separation agreement that allows the noncustodial parent to claim the child and he or she gives at least $600 for the child's support in 1994.

(Continued on page 2)

Give the lower part to your employer; keep the top part for your records.

Detach along this line

Form **W-5**

Department of the Treasury
Internal Revenue Service

Earned Income Credit Advance Payment Certificate

▶ **This certificate expires on December 31, 1994.**

OMB No. 1545-1342

1994

Type or print your full name

Your social security number

Note: *If you get advance payments of the earned income credit for 1994, you* ***must*** *file a 1994 Form 1040A or Form 1040. To get advance payments, your filing status must be any status* ***except*** *married filing a separate return and you* ***must*** *have a qualifying child.*

		Yes	No
1	I expect to be able to claim the earned income credit for 1994, I do not have another Form W-5 in effect with any other current employer, and I choose to get advance EIC payments	☐	☐
2	Do you have a qualifying child?	☐	☐
3	Are you married?	☐	☐
4	If you are married, does your spouse have a Form W-5 in effect for 1994 with any employer?	☐	☐

Under penalties of perjury, I declare that the information I have furnished above is, to the best of my knowledge, true, correct, and complete.

Signature ▶

Date ▶

Cat. No. 10227P

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Questions To See If You May Be Able To Claim the EIC for 1994

	Yes	No
1 Do you have a qualifying child? Read **Who Is A Qualifying Child?** on page 1 before you answer this question. If the child is married, be sure you also read **Married Child** on page 1		
2 Do you expect your 1994 filing status to be Single, Married filing a joint return, Head of household, or Qualifying widow(er) with dependent child?		
3 Do you expect that your 1994 earned income and adjusted gross income will each be less than $23,755 (less than $25,296 if you have more than one qualifying child)? If you expect to file a joint return for 1994, include your spouse's income when answering this question		
4 Do you expect to be a qualifying child of another person for 1994?		

Under question 1:

- If you answered **No, stop here.** You may be able to claim the EIC but you **cannot** get advance EIC payments.
- If you answered **Yes,** continue.

Caution: *If the child is a qualifying child for both you and another person, the child is your qualifying child only if you expect your 1994 adjusted gross income to be* **higher** *than the other person's adjusted gross income. If the other person is your spouse and you expect to file a joint return for 1994, this rule doesn't apply.*

Under question 2:

- If you answered **No** because you expect your 1994 filing status to be Married filing a separate return, **stop here.** You **cannot** claim the EIC.
- If you answered **Yes,** continue.

Under question 3:

TIP: To find out what is included in adjusted gross income, you can look at page 1 of your 1993 Form 1040EZ, Form 1040A, or Form 1040.

- If you answered **No, stop here.** You **cannot** claim the EIC.
- If you answered **Yes,** continue. But remember, you **cannot** get advance EIC payments if you expect your 1994 earned income or adjusted gross income will be $23,755 or more.

Under question 4:

- If you answered **No,** you may be able to claim the EIC.
- If you answered **Yes,** you **cannot** claim the EIC.

(Instructions continued)

Qualifying Child of More Than One Person.—If the child is a qualifying child of more than one person, only the person with the **highest** adjusted gross income for 1994 may treat that child as a qualifying child. If the other person is your spouse and you expect to file a joint return for 1994, this rule doesn't apply.

Reminder.—You must usually get a social security number for a qualifying child born before 1994.

What If My Situation Changes?

If your situation changes in 1994 after you give Form W-5 to your present employer, you usually will have to file a new Form W-5. For example, you should file a new Form W-5 if any of the following applies:

- Your situation changes so that your answer to question 1 above becomes "No." On line 2 of your new Form W-5, check the "No" box.
- Your situation changes so that your answer to question 2 or 3 above becomes "No," or your answer to question 4 becomes "Yes." On line 1 of your new Form W-5, check the "No" box.
- You no longer want to get advance payments. On line 1 of your new Form W-5, check the "No" box.
- Your spouse files Form W-5 with his or her employer. On line 4 of your new Form W-5, check the "Yes" box.

Note: *If you get the EIC in advance with your pay and later find out that you are not eligible, you must pay it back when you file your 1994 Federal income tax return.*

Additional Information

How To Claim the EIC

Fill in and attach **Schedule EIC** to your 1994 Form 1040 or Form 1040A. In addition to other information, the social security number of your qualifying child born before 1994 must generally be shown on Schedule EIC.

Additional Credit

You may be able to claim a larger credit when you file your 1994 tax return because you may not get more than $1,223 of the EIC in advance with your pay. You may also be able to claim a larger credit if you have more than one qualifying child. But you must file your 1994 tax return to claim any additional credit.

Privacy Act and Paperwork Reduction Act Notice

We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3507 and 6109 and their regulations require you to provide the information requested on Form W-5 and give the form to your employer if you want advance payment of the EIC. As provided by law, we may give the information to the Department of Justice and other Federal agencies. In addition, we may give it to cities, states, and the District of Columbia so they may carry out their tax laws.

The time needed to complete this form will vary depending on individual circumstances. The estimated average time is: **Recordkeeping,** 7 min.; **Learning about the law or the form,** 9 min.; and **Preparing the form,** 26 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form more simple, we would be happy to hear from you. You can write to both the **Internal Revenue Service,** Attention: Reports Clearance Officer, PC:FP, Washington, DC 20224; and the **Office of Management and Budget,** Paperwork Reduction Project (1545-1342), Washington, DC 20503. **DO NOT** send this form to either of these offices. Instead, give it to your employer.

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*U.S. Government Printing Office: 1994 — 301-628/00102

The advantage of this method is that you receive one large check. The IRS can help you to fill out this form. You give them the information on the first page of the form and they will calculate the amount of the credit for you.

The EITC is only available to people who are working and earning a salary. The maximum credit available is approximately $2,500.

REMEMBER! Many low income workers who can get this extra money do not apply for it because they think it is too difficult and complicated. There are many people available to help you fill out these forms, do not be afraid to ask! The IRS has a special program called **VOLUNTEER INCOME TAX ASSISTANCE (VITA).** The IRS trains volunteers to help people fill out their tax returns. You can get help from these volunteers free of charge from late February until April every year. The volunteers work at different locations around town, you can get information about where they will be from the newspaper.

You can also ask your employer for help. If your employer does not want to credit your pay check each pay period, remember to fill out the form at the end of the financial year. Many people in low paid jobs with two or more children can get close to $2,000 in one lump sum. Don't miss this opportunity! You are entitled to this money, don't throw it away.

REMEMBER! If you receive this credit, it will not affect your welfare payment.

SCHEDULE EIC
(Form 1040A or 1040)
Department of the Treasury
Internal Revenue Service (U)

Earned Income Credit
(Qualifying Child Information)
▶ Attach to Form 1040A or 1040.
▶ See instructions on back.

OMB No. 1545-0074
1994
Attachment Sequence No. 43

Name(s) shown on return

Your social security number

Before You Begin . . .

- Answer the questions on page 44 (1040A) or page 27 (1040) to see if you can take this credit.
- If you can take the credit, fill in the worksheet on page 45 (1040A) or page 28 (1040) to figure your credit. **But if you want the IRS to figure it for you, see page 40 (1040A) or page 24 (1040).**

Then, complete and attach Schedule EIC only if you have a qualifying child (see boxes on back).

Information About Your Qualifying Child or Children

If you have more than two qualifying children, you only have to list two to get the maximum credit.

Caution: *If you don't fill in all the lines that apply, it will take us longer to process your return and issue your refund.*	(a) Child 1	(b) Child 2
1 Child's name (first, initial, and last name)		
2 Child's year of birth	19__	19__
3 If child was born **before 1976** AND—		
a was a student **under age 24** at the end of 1994, check the "Yes" box, **OR**	☐ Yes	☐ Yes
b was permanently and totally disabled (see back), check the "Yes" box	☐ Yes	☐ Yes
4 If child was born **before 1994,** enter the child's social security number		
5 Child's relationship to you (for example, son, grandchild, etc.)		
6 Number of months child lived with you in the U.S. in 1994	months	months

TIP: Do you want the earned income credit added to your take-home pay in 1995? To see if you qualify, get Form W-5 from your employer or by calling the IRS at 1-800-TAX-FORM (1-800-829-3676).

Instructions

Purpose of Schedule

If you can take the earned income credit and have a qualifying child, use Schedule EIC to give information about that child. To figure the amount of your credit, use the worksheet on page 45 of the Form 1040A instructions or page 28 of the Form 1040 instructions.

Line 1

Enter each qualifying child's name.

Line 3a

If your child was born **before 1976** but was under age 24 at the end of 1994 and a student, put a checkmark in the "Yes" box.

Your child was a **student** if he or she—

- Was enrolled as a full-time student at a school during any 5 months of 1994, or
- Took a full-time, on-farm training course during any 5 months of 1994. The course had to be given by a school or a state, county, or local government agency.

A **school** includes technical, trade, and mechanical schools. It does not include on-the-job training courses or correspondence schools.

Line 3b

If your child was born **before 1976** and was permanently and totally disabled during any part of 1994, put a checkmark in the "Yes" box.

A person is **permanently and totally disabled** if both of the following apply.

1. He or she cannot engage in any substantial gainful activity because of a physical or mental condition.
2. A doctor determines the condition has lasted or can be expected to last continuously for at least a year or can lead to death.

Line 4

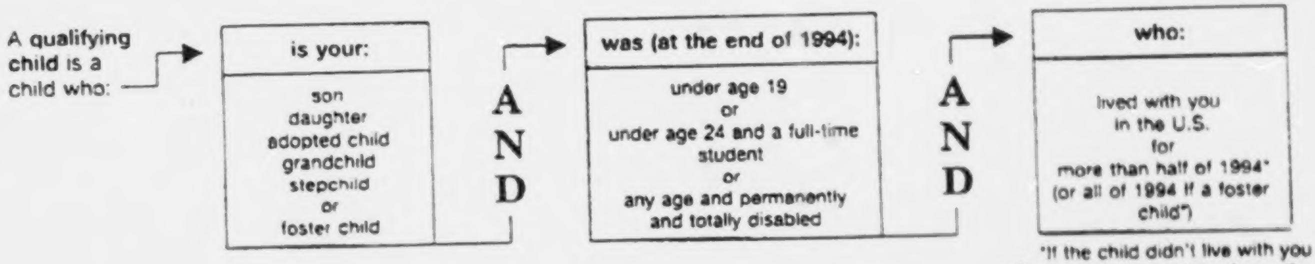
If your child was born **before 1994,** you must enter his or her social security number (SSN) on line 4. If you don't enter an SSN or if the SSN you enter is incorrect, it will take us longer to issue any refund shown on your return. If your child doesn't have a number, apply for one by filing **Form SS-5** with your local Social Security Administration (SSA) office. It usually takes about 2 weeks to get a number. If your child won't have an SSN by April 17, 1995, you can get an automatic 4-month extension by filing Form 4868 with the IRS by that date.

Line 6

Enter the number of months your child lived with you in your home in the United States during 1994. Do not enter more than 12. Count temporary absences, such as for school, vacation, or medical care, as time lived in your home. If the child lived with you for more than half of 1994 but less than 7 months, enter "7" on this line.

Exception. If your child, including a foster child, was born or died in 1994 and your home was the child's home for the entire time he or she was alive during 1994, enter "12" on line 6.

Qualifying Child


A qualifying child is a child who:
is your:
son
daughter
adopted child
grandchild
stepchild
or
foster child
AND
was (at the end of 1994):
under age 19
or
under age 24 and a full-time student
or
any age and permanently and totally disabled
AND
who:
lived with you in the U.S. for more than half of 1994*
(or all of 1994 if a foster child*)

*If the child didn't live with you for the required time (for example, was born in 1994), see the Line 6 instructions above.

If the child was married or is also a qualifying child of another person (other than your spouse if filing a joint return), special rules apply. For details, see page 47 of the Form 1040A instructions or page 28 of the Form 1040 instructions.

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Answer the following questions to make sure that you understand this information about Earned Income Tax Credit:

1. Can you get this credit if you are not working and you are receiving welfare payments? ___________

2. Can you get this credit if you are working part-time and still receiving some welfare payments? ___________

3. Can you get this credit if you do not have any children? ______

4. Can you get this credit if you made $19,454 in 1993? ______

5. Do you have to wait for the end of the year to claim this credit? ________

6. What is the name of the form you must fill out if you want to claim your earned income credit at the end of the year? ____

7. Where can you get this form? ____

8. Will you receive more money if you had a new baby in your family during the tax year you are claiming for? ________________________________

TEST YOUR VOCABULARY!

Choose a word from the list on the next page and fill in the blanks.

1. Some people are paid once a week, or ____________________ .
2. Other people may be paid twice a month, or ___________.
3. Still other people are paid only once a month, or ________________ .
4. Employers must take some _____________ out of a paycheck before they pay their employees.
5. Your salary before deductions is called ____________ ____________ .
6. You should save your _____ ________ to keep for your tax records.
7. One of the first things you need to do after you get a job is fill out a ________ form.
8. On a W-4 form, you need to say how many __________ you have.
9. You must use the correct income _______ to calculate how much tax you owe.
10. If your income is very low, or you have many children, you may not have to pay any __________ or __________ income tax.
11. Everyone who works must have FICA and SDI __________ from their paycheck.
12. Social security is sometimes called ______________ .
13. SDI, or ________ _____________ ___________ , will help a person who is ill or injured and cannot go back to work.
14. If you have five children, and a wife at home while you are working, you will _____________ seven allowances on your W-4 form.

federal

semimonthly

deductions

W-4

state

monthly

claim

pay stubs

table

state disability insurance

FICA

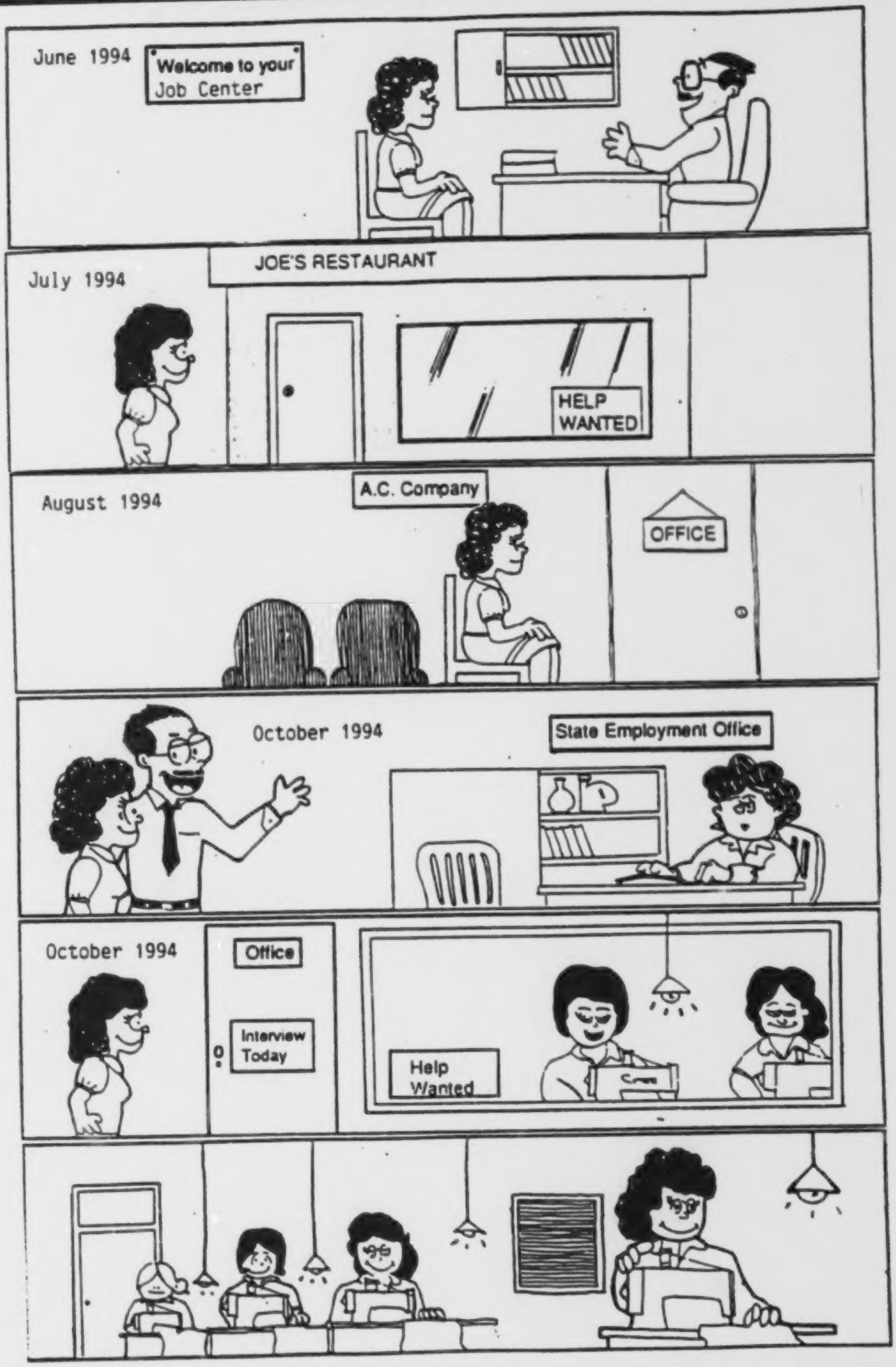
weekly

gross earnings

dependents

deducted

JOB SEARCH - NEVER GIVE UP!!


June 1994
Welcome to your Job Center
July 1994
JOE'S RESTAURANT
HELP WANTED
August 1994
A.C. Company
OFFICE
October 1994
State Employment Office
October 1994
Office
Interview Today
Help Wanted

TARGET VOCABULARY

JOB SEARCH 1

These are some of the vocabulary words you will see in this unit. Try to guess the meaning of the words from the sentence. Do not worry if you do not nderstand the exact meaning of every word. Just try to get an idea of the meaning. The last exercise in this unit will give you some practice in using the words.

1. Skills
2. Abilities
3. Self-directed
4. Research
5. Career
6. Ambitious
7. Punctual
8. Schedule
9. Pressure
10. Recreational
11. Machinery
12. Strengths
13. Weaknesses
14. Numerical
15. Manual
16. Minimum requirements
17. Industrial
18. Automotive
19. Construction
20. Retail

JOB RESEARCH

Before you begin to look for a job, you have to decide what you are looking for and why. You must make a list of your skills - **things that you can do well.**

There are many things that you do at home which need skills. You can use these abilities in a job. You must know about yourself and you must also know about the jobs you are looking for. You cannot search for something if you do not know what it looks like or why you want it.

You must begin by doing some research on yourself. Look at the page in your book called "Know Yourself!" Think very carefully about the kind of person you are and how you can describe yourself. Employers in the United States expect their employees to be very **self-directed**. You need to know who you are, where you are going, and why.

When you have finished the "Know Yourself" sheet, you should be able to answer the following questions easily:

1. HOW WOULD YOU DESCRIBE YOURSELF?
2. WHAT KIND OF SKILLS DO YOU HAVE?
3. WHAT KIND OF THINGS ARE YOU GOOD AT?

Ask another student in the class these questions. Can he or she answer them well? Do the answers sound good? If you were an employer, would you give this person a job? Does he or she really have a good idea of his or her own skills? What about you? Are you ready to do some research on jobs now?

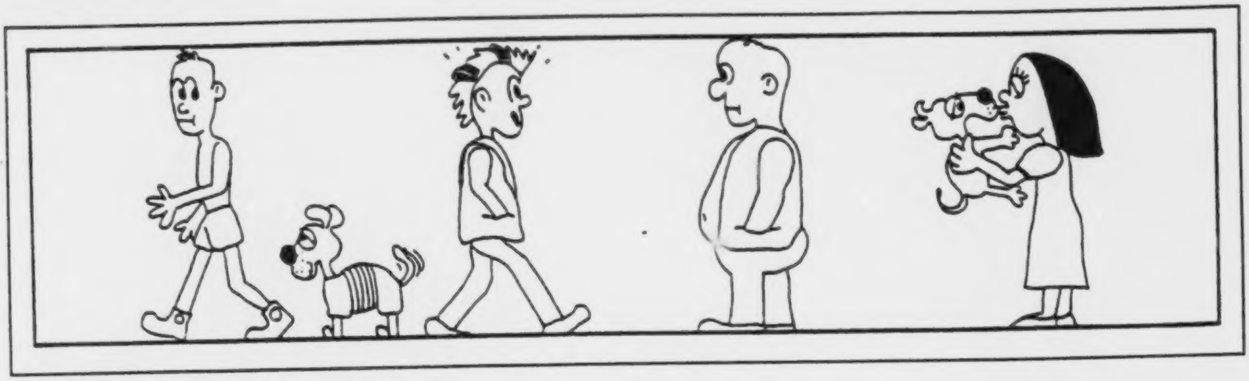
KNOW YOURSELF!

How would you describe yourself?

What kind of things are you good at? What are your strengths and weaknesses?

What kind of skills do you have?

Describe yourself...



Are you friendly? Shy?

Are you talkative? Quiet?

Are you confident? Unsure of yourself?

Are you ambitious? Unambitious?

Do you like to follow instructions? Are you a leader?

Do you like to work with other people? Do you like to work alone?

Are you punctual? Do you sometimes arrive late?

Do you like to take it easy? Are you hardworking?

Do you like to have a regular schedule? Do you like to do things at the last minute?

RESEARCH YOURSELF!

What kind of things are you good at?

Making friends -

Organizing things or people -

Working under pressure -

Mathematics -

Things needing strength -

Fixing electrical things -

Drawing or painting -

Typing -

Using a computer -

Writing poetry or songs -

Dancing -

Taking care of children -

Playing a musical instrument -

Explaining things -

Planning a party -

Budgeting money -

What are your strengths and weaknesses?

Using numbers?

Using your hands?

Being creative?

Following instructions?

Leading others?

Finding out?

Asking questions?

Solving problems?

HOBBIES/RECREATIONAL ACTIVITIES

These are activities that you may have done at home, or in your spare time. Recreational activities also use skills. Check the activities that you have done and then think about the skills you use when you do the activities.

- Gardening
- Sewing
- Model Construction
- Painting
- Working in the yard
- Collecting stamps
- Babysitting
- Crafts
- Card playing
- Wood working
- Writing
- Working out
- Cooking
- Boating
- Running
- Reading
- Bowling
- Golfing
- Swimming
- Hunting
- Playing music
- Jogging
- Fishing
- Mechanics

Now list any recreational activities you have that were not listed:

1. ____________________
2. ____________________
3. ____________________
4. ____________________
5. ____________________
6. ____________________
7. ____________________
8. ____________________

JOB SEARCH

WHAT KIND OF JOB ARE YOU LOOKING FOR?
WHAT KIND OF JOB CAN YOU DO?

You can do a lot of things well. Think about them. Some of them can help you get a job.

Maybe you are fast with your hands. If so, this would help you on a job where you must use your hands - like sorting things or putting things together or using machinery.

Maybe you are neat and careful. This would help on a job where you must do cutting or pasting or writing things down.

Or maybe you are a good walker. This would help if you are a messenger or delivery person. Maybe you are very strong. This would help you in a factory job, or where you must use hand tools.

Perhaps you like to work alone. There are many jobs where you work alone: as a delivery person, dishwasher, others. Or perhaps you like to work with other people. If so, you might prefer a job someplace where people work closely together.

Just as there are things you can do well, there are other things you may not do too well. In looking for a job, stay away from work you cannot do too well.

For example, if you are not fast with your hands, look for work as a messenger or a gardener's helper or some other kind of job where fast hands are not needed.

If you cannot hear well, look for work in a factory or someplace else where good hearing is not needed. If you do not speak too well, look for a job where you don't always have to speak.

If you are not too strong, or you get tired easily, look for a job where you can sit - in an office or taking care of a machine.

Try to find a job that lets you do the things you can do well.

JOB SEARCH

Is it true or is it false?

1. TRUE/FALSE Skills are things that you know how to do well.

2. TRUE/FASLE If you do not have work experience in the United States, then you do not have skills.

3. TRUE/FALSE It doesn't matter if you don't know what kind of job you want as long as you really want to work.

4. TRUE/FALSE You must match the things you know how to do well with the skill requirements of a job.

5. TRUE/FALSE If you do not speak good English, it is impossible to get a job.

6. TRUE/FALSE Going to work is the best way to improve your English.

7. TRUE/FALSE The skills that you use at home can be useful at work.

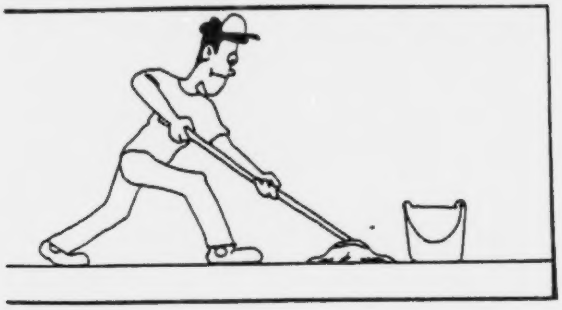
8. TRUE/FALSE Doing research on yourself is the first thing you must do if you want to look for a job.

9. TRUE/FALSE Most entry level positions do not have minimum requirements.

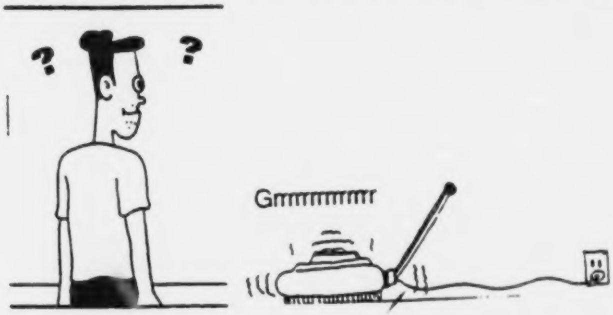
PAST EXPERIENCE HELPS PREPARE YOU FOR JOBS IN THE FUTURE!

Think about some of the things you have done in the past. Maybe you did some volunteer work, perhaps you have some work experience in a refugee camp. All of this experience can help you in your job search. The most important thing is to know how to use it!

For example, perhaps you were a janitor for the Childcare program in Phanat Nikhom Camp in Thailand.



Do you think that this work experience gives you the kind of training, knowledge, and experience you need to be a janitor in the United States? The answer is yes and no at the same time! Why? No, because being a janitor in the United States is very different from being a janitor in Phanat Nikhom. You use different cleaning products, different cleaning tools and very often in the United States, janitors use electrical equipment.



The answer is also yes because the job of janitor always requires certain skills; it doesn't matter which country you do it in! For example, a janitor in Phanat Nikhom must know how to follow instructions, he must be well organized, he must take good care of his equipment and cleaning supplies, he must be consistent and reliable in his work since other people are relying on him to maintain buildings in good condition so that they can do their jobs properly. Janitors in the United States need all of these skills as well! Your work experience as a janitor in Thailand gives you good skills that you can apply to many different jobs in this country.

All your past experience is valuable. You need to learn how to apply it to the demands of work in the United States. Never think that jobs in Thailand, Laos, Cambodia, and Vietnam are not important just because they are different from jobs in the United States. The skills that you have brought with you from those jobs are very important and relevant to jobs in this country.

Employers in the United States may not be familiar with some of the jobs you have done. Concentrate on the skills you have. Describe to the employer the things that you know how to do.

For example, Pao Vang was a Night Guard in a refugee camp in Thailand. What kind of skills do you think he has that he can use in the United States? How could he describe these to an employer? Read what Pao said about himself and the job he had in Thailand:

> ***"In Thailand, I was a night guard. I had a lot of responsibility. I was responsible for making sure that all the buildings were locked and that the lights and fans in each room were turned off. I kept an inventory of the furniture in each building. I know how to keep well organized, clear written records, and I know how to file them so that other people can refer to them. I have good organizational skills. I am punctual and reliable; I understand the responsibilities of a job where other people are relying on you. I know that if I do not do my job properly, I will be letting other people down."***

Pao did not get a job as a night guard in the United States. His first job was as a bus boy in a Pizza Hut restaurant. Read what his manager said about Pao:

> ***"At first, I did not think he would be any good. When he came to apply for the job, he seemed very shy and unsure of himself. The only work experience he had in Fresno was some volunteer work, but they gave him a good reference. I asked him what he had done in the past and he told me about what he had done in another country. I wasn't really interested in the job, but I was really impressed with the skills he described. He showed me that he was responsible and that he understood how important it is to be responsible on the job. He gave me the feeling that I could rely on him to show up everyday. I felt that he would be organized in his work, which is really important in a busy restaurant. I don't regret hiring him. He was a hard worker; I'd recommend him to anyone."***

Why do you think the manager says "he was a hard worker?" Pao did not stay in his first job for very long. After four months, the manager told him that one of the other Pizza Hut restaurants was looking for a new cashier. She asked him if he would like to apply for that position. He did, and with her good recommendation, he was hired and trained. After one year, Pao was promoted to assistant supervisor. His manager has told him that he has a good chance of getting the next supervisor position that becomes available. Pao is going to Fresno City College part-time in the evenings. He is taking business courses. He wants to train as a manager and is going to apply to the Pizza Hut management training program.

REMEMBER! Everyone has skills, even if they do not have any work experience in this country. Everyone can use their past experience to show what they know how to do now. Never underestimate yourself!

ASSIGNMENT:

Look at the list of jobs in refugee camps in Thailand on the next pages. Did you do any of these jobs? Think about jobs you did in your own country as well. Write a paragraph like the one that Pao wrote, describing your skills and using your past experience to give examples of what you know how to do.

JOBS AVAILABLE IN REFUGEE CAMPS IN THAILAND

JOB	RESPONSIBILITIES	TRAINING OR QUALIFICATIONS
Storeroom Clerks	Fill orders for materials and supplies. Distribute water, toilet paper, cups. Keep records of supplies that are borrowed. Distribute books and school supplies.	Speak and read English.
Childcare Teachers	Teach 3 to 5 year old children. Look after children as they play. Organize activities for the children. Read or tell stories to the children. Take children to the bathroom on schedule and when necessary!	Ability to work with children.
Childcare Supervisor	Do the same job as a childcare teacher. Compare attendance records for teachers and children. Supervise the teacher. Report any problems to the Childcare Coordinator.	Ability to work with children. Experience as a childcare teacher.
Babysitter	Look after babies 5 months to 2 years old. Feed babies on schedule. Take babies to the toilet when necessary. Give the babies baths on schedule. Provide activities for the babies.	Ability to care for infants.
Supervisor for the Infant Program	Do the same job as a babysitter. Complete attendance records for babysitters and babies. Supervise babysitters.	Experience as a babysitter.
Materials Clerk for Childcare	Prepare classroom materials. Prepare personal hygiene kits for the children. Keep fruit for the children. Keep records of materials that are borrowed. Provide rice and drinking water on schedule. Make classroom materials. Keep inventories of materials and school property.	Good spoken and written English.

JOBS AVAILABLE IN REFUGEE CAMPS IN THAILAND

JOB	RESPONSIBILITIES	TRAINING OR QUALIFICATIONS
Janitor for Childcare	Clean the classrooms. Clean the toilets. Distribute milk, water, and food to the children. Wash bowls and cups. Keep the school area clean.	
Guard for Childcare	Look after the children in the playground. Keep the playground clean. Patrol around the fence. Keep the children away from the fence and gate. Report broken playground equipment.	
Cook for Childcare	Cook meals.	Experience as a cook.
Janitor	Clean inside and outside of school buildings. Clean school bathrooms.	
Storekeeper	Fill orders for cleaning supplies. Check in and check out construction equipment. Maintain shift manager's office. Keep an inventory of construction equipment.	Good spoken and written English.
Daytime Guard	Responsible for bathroom keys. Guard lounge and supply cabinet. Provide drinking water and cups. Take care of plants around the lounge.	
Night Guard	Make sure buildings are locked. Turn off lights and fans. Patrol around the school area. Keep an inventory of classroom furniture.	
Water Distributor	Distribute drinking water to rooms with coolers.	
Messenger	Deliver materials and messages. Act as a translator when necessary. Assist with registration and testing of students. Check Consortium mailbox at the UN office. General janitorial and gardening work.	Good spoken English. Knowledge of camp.

JOBS AVAILABLE IN REFUGEE CAMPS IN THAILAND

JOB	RESPONSIBILITIES	TRAINING OR QUALIFICATIONS
Silk Screen Artist	Assist in silk screening and classroom materials. Clean and maintain equipment.	Artistic ability.
ESL Librarian or Clerk	Fill orders for materials and supplies. Assist teachers when borrowing materials. Check in and check out materials. Maintain the materials.	Good spoken and written English.
ESL Production Clerk	Produce classroom materials and worksheets. Duplicate worksheets as needed. Fill orders for worksheets.	Ability to type desired.
Language Lab Staff	Prepare teacher scripts, cassettes, student worksheets, and posters. Assist students during class. Collate and staple worksheets. Clean headphones and maintain equipment in working order. Keep inventory of cassettes and headphones. Fix broken headphones. clean and maintain classrooms.	Good spoken and written English. Mechanical ability desired.
Gardener for Childcare	Take care of the plants around the childcare center. Do simple repairs and construction.	Experience as a gardener. Ability to make minor repairs.
Housekeeper for Model House	Maintain and clean the model house. Report broken appliances, furniture, or other problems. Assist in taking inventory. Responsible for keys of model house.	
CO Materials Room Assistant or Clerk	Fill orders for materials and supplies. Maintain materials, including video machines and slide projectors. Help develop classroom materials. Translate worksheets. Act as a classroom translator when needed.	Good command of English.
CO Classroom Translator	Attend training on how to translate. Translate information and instructions from English into native language. Participate in classroom activities.	Excellent command of English and native language.

JOBS AVAILABLE IN REFUGEE CAMPS IN THAILAND

JOB	RESPONSIBILITIES	TRAINING OR QUALIFICATIONS
Electrician	Install and inspect lights and fans. Repairs broken lights and fans. Repair electrical appliances, including radios and tape recorders.	Experience as an electrician.
Carpenter	Construct and maintain buildings, facilities, and furniture. Do manual labor including moving things and unloading trucks.	Experience as a carpenter. Strong.
Language Lab Shift Manager	Responsible for all keys to classroom and office. Keep attendance records for students and staff. Order supplies when needed. Fix broken headphones. Assist teachers when necessary.	Excellent English. Mechanical ability.
Native Language Literacy Teacher	Teach native language literacy to adults. Prepare lesson plans and teaching materials. Attend training on teaching techniques. Evaluate progress of students.	Literate in native language. Completed training in techniques of teaching literacy.
PASS Librarian	Check in and check out materials. Assist students in using the library. Translate for staff when needed. Arrange displays of books and materials. Clean and maintain the Learning Center.	Excellent English. Well-organized.
PASS Activity Room Assist	Fill orders for materials and supplies. Check materials in and out. Assist teachers when requested. Clean and maintain the materials library.	Good command of English.
PASS Office Aide	Check students' ID cards when entering activity room. Check in and check out games, sports equipment, and musical instruments. Take inventory once a week. Clean and maintain activity room.	Good command of English.

JOBS AVAILABLE IN REFUGEE CAMPS IN THAILAND

JOB	RESPONSIBILITIES	TRAINING OR QUALIFICATIONS
PASS Office Aide	Ring the bell for class changes. Responsible for daily milk distribution and clean up. Run errands for office manager. Clean and maintain storeroom and teacher's lounge. Responsible for water cooler.	Good command of English.
Graphic Artist (WO)	Produce visual aids. Fill orders for classroom materials. Maintain classroom materials.	Good command of English.
Wood Working Assistant	Do carpentry jobs. Fill orders for classroom materials. Maintain classroom materials.	Carpentry skills. Good command of English.
Health Care Worker	Provide information about health, family planning, and children to pregnant women.	Training in health care.

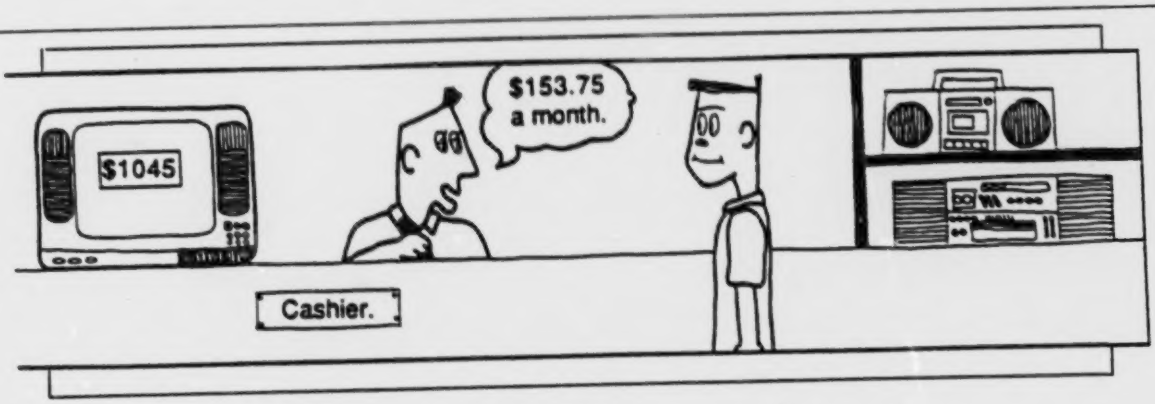
JOB SEARCH

GENERAL, SPECIAL, AND PERSONAL SKILLS

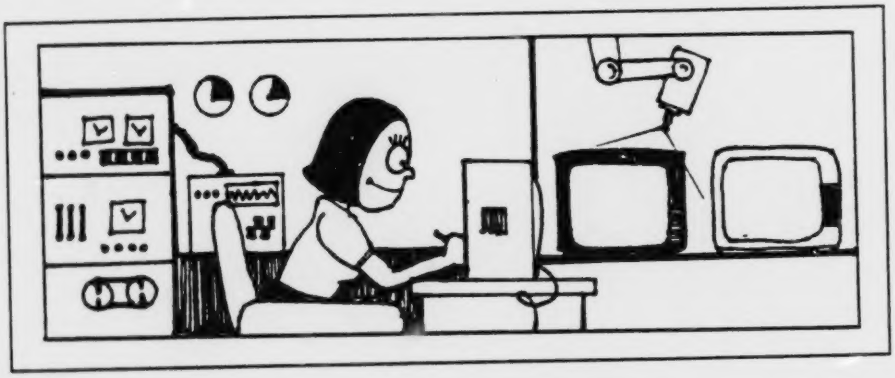
There are many different kinds of jobs available in Fresno County today. Some of them need special skills, some of them need general or basic skills, almost all of them need personal skills.

Personal skills are what you have when you know how to work in the United States. For example, if you know how to dress appropriately for work, you arrive on time, you call in when you are sick, you are reliable and hardworking, an employer will say that you have good personal work skills.

General or basic skills are things that you can do that are useful in many different jobs. For example, a person who has good **numerical skills** can work well with numbers. Perhaps he or she likes doing calculations, checking figures, taking weights and measurements, handling money, making change, and balancing accounts. These skills are useful in many different jobs. Can you think of any? Write a list.



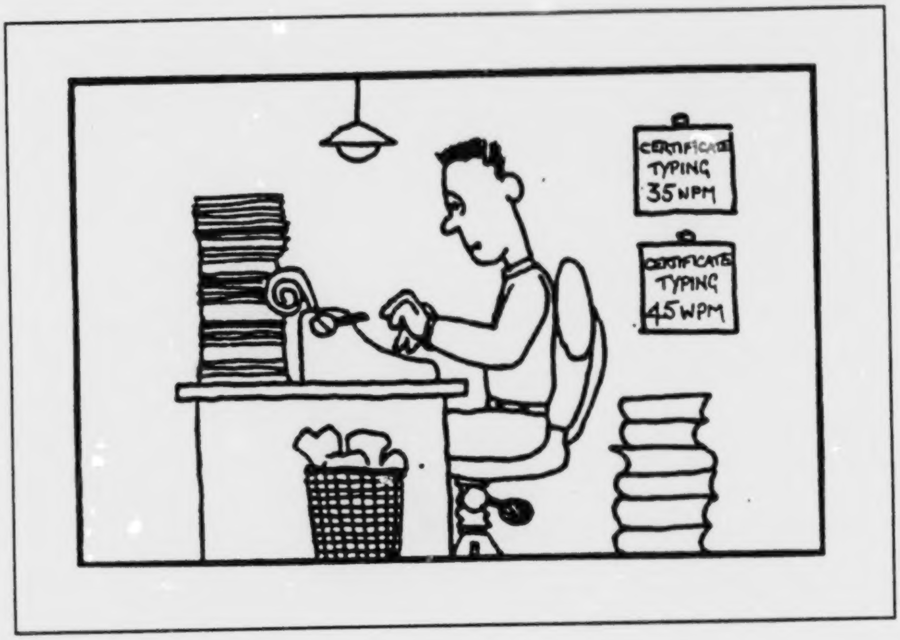
A person who has good **manual skills** is good with their hands. Perhaps he or she likes doing very small, detailed work where it is important to have a steady and careful hand. There are many different jobs where these skills are important. Think of some and write a list.



Physical strength skills can be required in a wide variety of different jobs and in lots of different ways. For example, if you are going to be a waiter or waitress in a busy restaurant, you must be strong enough to be on your feet all day. If you are going to be a stockroom clerk, you may have to be strong enough to lift heavy boxes. If you work in a factory and work the graveyard shift, you must be strong enough to stay up all night and take your rest during the day.

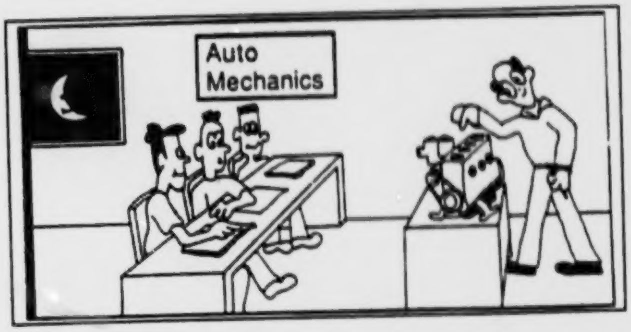
There are other general or basic skills that are very important because they are the foundation for many special skills. For example, **reading skills**. Some jobs require good English language reading skills; perhaps you need to read instructions or safety warnings, directions on how to use products or tools and work schedules. You will also need good reading skills if you are going to complete training to upgrade your skills.

Special skills are the kind of skills that you need for a certain kind of job. Sometimes you get these skills through special training. For example, if you want to work in an office as a clerical assistant, you will probably need to complete a typing course.

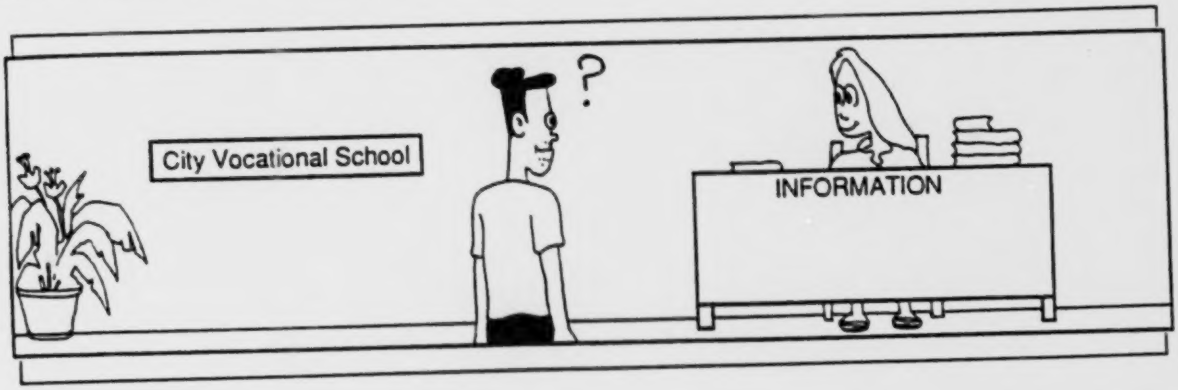


You can get special skills in different ways. If you have shown your employer that you are a good worker, he or she may offer you the opportunity to **upgrade** your skills by completing **On the Job Training**. Sometimes, you prepare for a job that requires special skills by going through **Vocational Training.** To complete a Vocational Training Course, you must have strong reading and listening skills. Some Vocational Training Courses prepare you to take a test for a certificate or license to show that you know how to do the job and that you have special skills. For example, the Medical Assistant Clinician Training Program prepares you for the Medical Assistant State Certification Exam. Completing the training is not enough, you have to be able to pass the exam before you can become a licensed medical assistant.

There is a Vocational Training course called Fuel and Emissions Control Systems which trains you how to do smog testing, but if you want to become a Smog Technician, you must take a State licensing examination. Learning how to do something is often not enough; you must also have strong basic skills so that you can pass a test to prove that you have special skills.

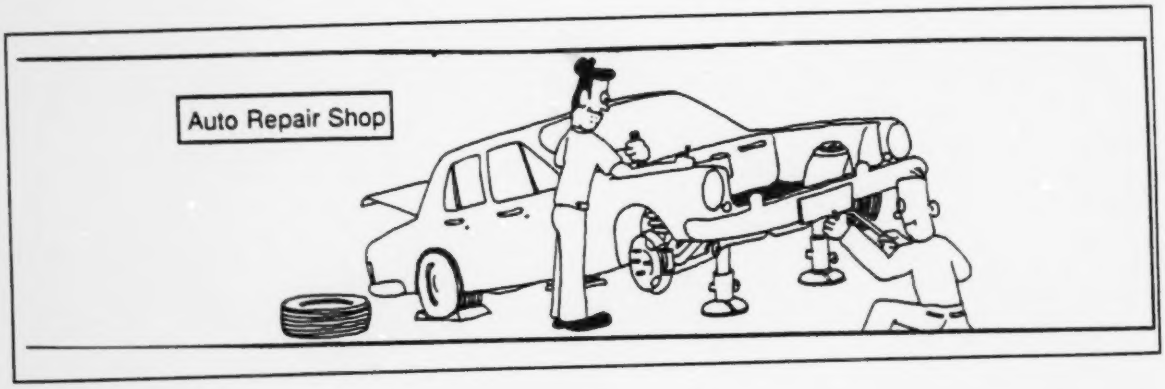


Do some research before you begin any vocational training course. Will the course give you the skills that you want? Will the course prepare you for any tests, certificates or licenses that you must have to do the job? What are the reading requirements for the training course? What does the test involve? Will you be able to find work if you do not pass the test or have the license?



REMEMBER! Developing your basic or general skills is very important. Your basic skills are the foundation for everything else that you do. The best way to develop basic skills is through a combination of work experience, training, and education.

REMEMBER! Education does not only come from school. You can learn a lot from your co-workers, from the experience of working, from watching, listening, and talking to other people, that you cannot learn in school.



WHAT KIND OF JOB COULD YOU GET?

During the twelve months from February, 1993, to January, 1994, 599 refugees in Fresno County found jobs and continued to receive some help from the AFDC program. The jobs most frequently obtained by refugees are listed below:

TYPE OF JOB:	NUMBER OF JOBS OBTAINED:
Janitor/Maintenance	69
Fast Food	51
Cook/Baker/Food Prep	40
Delivery Driver	32
Housekeeper/Home Attendant	32
Production/Assembly	30
Farm Labor	27
Gardener/Groundskeeper/Landscaper	24
Teacher's Aide	23
Stock Clerk	23
Sales	18
Sales/Checker	17
Mechanic	17
General Labor	16
Busboy/Dishwasher	13
Autobody Repair	11
Clerical/Receptionist	8
Solicitor/Telephone/Door-to-Door	8
Personal Care Attendant	7

Car/Truck Washer	6
Waiter/Waitress/Food Server	5
Butcher/Poultry Worker	5
Apartment Manager	4
Security Guard	3
Machine Operator	3
Taxi Driver	3
Manager/Office or Business	3
Babysitter/Child Care	2
Carpenter/Construction	2
Gas Station Attendant	2
Nurses Aide	2
Bookkeeper/Accountant	2
Counselor/Social Worker/M H Worker	2
Other	89

Look at the jobs that most people got. Do any of the jobs surprise you? Did you know that there were so many janitorial and maintenance jobs available in Fresno County? Do you know about your local job market? **REMEMBER!** You must find out about the job market when you begin your job search.

Would you like to do any of these jobs? **REMEMBER!** When you get one of these jobs, it does not mean that you will stay in that position forever. One of the most important things in the United States is work experience. When you have some work experience, you can look for another, better job, or one that you will enjoy more. YOU MUST BEGIN SOMEWHERE!

JOB SEARCH

Before you decide what kind of job you are going to look for, you must do some research. You must find out what kind of skills you need for each job. You must think about the skills that you have. Look at this list of skills. Some of them are special skills, some of them are more general. How would you describe them?

- Sewing
- Child Care
- Making clothes
- Administering First Aid
- Gardening
- Laundry skills
- Dealing w/emergencies
- Purchasing
- Ironing
- Entertaining
- Money management
- Budgeting
- Decorating
- Food preparation
- Keeping records
- Nutritional meal planning

We could describe all of these skills by saying that they are household skills. If an employer asks you what you can do, you can say: **"I HAVE GOOD HOUSEHOLD SKILLS. FOR EXAMPLE, I KNOW HOW TO BUDGET HOUSEHOLD MONEY, PLAN AND PREPARE MEALS, AND TAKE CARE OF LAUNDRY."**

Look at the other lists of skills in the rest of this section and choose a description for them from the list of general descriptions that appears at the end of the section. For each list, write a sentence like the one above. Begin with the words: **"I HAVE GOOD**

________________________ SKILLS; I KNOW HOW TO.................."

What Kind of Skills Are They?

- Preparing Food
- Cooking
- Washing dishes
- Budgeting
- Planning meals, menus
- Ordering supplies
- Stocking shelves
- Washing pans
- Operating dishwasher
- Inventory

Description of skills:____

I HAVE GOOD____

____

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- Sanding
- House painting
- Cabinet building
- Building additions
- House framing
- Paneling
- Furniture making
- Installing insulation
- Furniture refinishing
- Money handling
- Selling
- Budgeting
- Purchasing
- Estimating

Description of skills:

I HAVE GOOD

- Lawn care
- Flower gardening
- Landscaping
- Farming (including machinery)
- Handling money
- Pruning trees
- Grafting
- Greenhouse operating
- Tree trimming
- Transporting trees
- Vegetable gardening

Description of skills:

I HAVE GOOD

- Pumping gas
- Engine tune-up
- Customer relations
- Tire changing and repair
- Auto repair (specify)
- Diesel engine repair
- Keeping records
- Sales
- Service advertising
- Truck driving
- Inventory
- Stocking shelves
- Handling money
- Driving

Description of skills:

I HAVE GOOD

- Dusting
- Washing floors
- Washing windows
- Cleaning bathrooms
- Polishing furniture
- Electrical repairs
- Carpentry work
- Ordering supplies
- Sweeping floors
- Waxing floors
- Cleaning carpets
- Buffing
- Plumbing repairs
- Window repairs
- Lawn maintenance
- Supervision

Description of skills: ______________________________

I HAVE GOOD ______________________________

____

____

- Driving small trucks
- Over-the-road driving
- Diesel repairs
- Preventative maintenance
- Keeping records
- Supervision
- Driving diesel trucks
- Mechanical repairs
- Loading and unloading
- Changing tires
- Handling money
- Customer relations

Description of skills: ______________________________

I HAVE GOOD ______________________________

____

____

- General repair (specify)
- Servicing appliances
- Servicing vending machines
- Inventory
- Sales
- Boiler room maintenance
- Servicing office machines
- Small engine repair
- Customer relations
- Handling money
- Keeping records
- Supervision

Description of skills: ______________________________

I HAVE GOOD ______________________________

____

____

- Accounting
- Using adding machines
- Accounts receivable
- Payroll
- Billing
- Handling money
- Using calculators
- Accounts payable
- Income tax
- Typing
- Keeping records
- Supervision

Description of skills: ____________________

I HAVE GOOD ____________________

____

____

- Receptionist
- Filing
- Taking dictation
- Making appointments
- Sorting/delivering mail
- Order processing
- Supervision
- Typing
- Answering phones
- Stenography
- Running office machines
- Proof reading
- Record keeping
- Researching

Description of skills: ____________________

I HAVE GOOD ____________________

____

____

- Hair cutting/styling
- Cosmetics consulting
- Facials
- Appointment scheduling
- Handling money
- Record keeping
- Shampooing
- Permanents and body waves
- Manicuring
- Hair coloring
- Public relations
- Ordering supplies

Description of skills: ____________________

I HAVE GOOD ____________________

____

____

- Concrete work
- Plumbing
- Heavy equipment operation
- Roofing
- Sheet metal work
- Heating installation
- Refrigeration work
- Public relations
- Scheduling
- Siding
- Plastering
- Electrical wiring
- Maintenance reports
- Truck driving
- Brick laying
- Trenching
- Carpentry
- Heavy labor
- House painting
- Wallpapering
- Soldering
- Welding

Description of skills: ____________________

I HAVE GOOD ____________________

____

____

- Handling money
- Bartending
- Dish washing
- Cooking short orders
- Salad making
- Ordering supplies
- Hiring
- Interviewing
- Employee relations
- Waiting tables
- Busing tables
- Making change
- Hostess/maitre d'
- Budgeting
- Cooking main meals
- Assisting the chef
- Inventory
- Customer relations

Description of skills: ____________________

I HAVE GOOD ____________________

____

____

- Public relations
- Keeping records
- Customer service
- Bookkeeping
- Inventory
- Demonstrating products
- Persuading
- Delivering goods
- Training
- Handling money
- Greeting customers
- Order processing
- Directing customers
- Displaying samples
- Writing reports
- Servicing goods
- Distribution products
- Routing

Description of skills:

I HAVE GOOD

- Greeting customers
- Customer service
- Employee relations
- Order processing
- Directing customers
- Bookkeeping
- Ordering supplies
- Using office machines
- Typing
- Decorating store
- Keeping records
- Customer relations
- Clerk
- Inventory
- Sales
- Handling money
- Filing money
- Billing
- Stocking shelves
- Handling complaints

Description of skills:

I HAVE GOOD

Choose from this list of skills to find suitable descriptions for each list on the previous pages:

Carpentry skills
Kitchen skills
Gardening skills
Beautician skills
Sales skills
Garage skills
Construction skills
Sales clerk skills
Restaurant skills
Maintenance/Janitorial skills
Bookkeeping skills
Truck driving skills
Secretarial skills
Repair skills

JOB SEARCH

JOB BOX ASSIGNMENT

When you have an idea about the kind of work you want to do, you need to decide exactly which job you are going to look for. In the Job Box, there are seven categories of jobs:

1. Food Services
2. Industrial or Retail
3. Office and Clerical
4. Ranching, Farming, and Horticulture
5. Trades and Services
6. Automotive
7. Building Trades and Construction

Decide which category you are most interested in and make a group with all the other people in the class who are interested in the same category. Look at all the booklets in that category. Do you see a job that you think you could do right now?

Look at the "Know the Job" worksheet on the next page. Fill out the information on the worksheet using the information in the Job Box booklet. You must know all of this information before you begin to look for a job, and definitely before you apply for a job.

Use this space to make notes about the jobs you are interested in. The more you know about what you are looking for, the better chance you will have of finding it.

KNOW THE JOB!

Job Title:

Duties/Responsibilities;

Communication Skills:

Reading Skills:

Numerical Skills:

Manual Skills:

Education and Training:

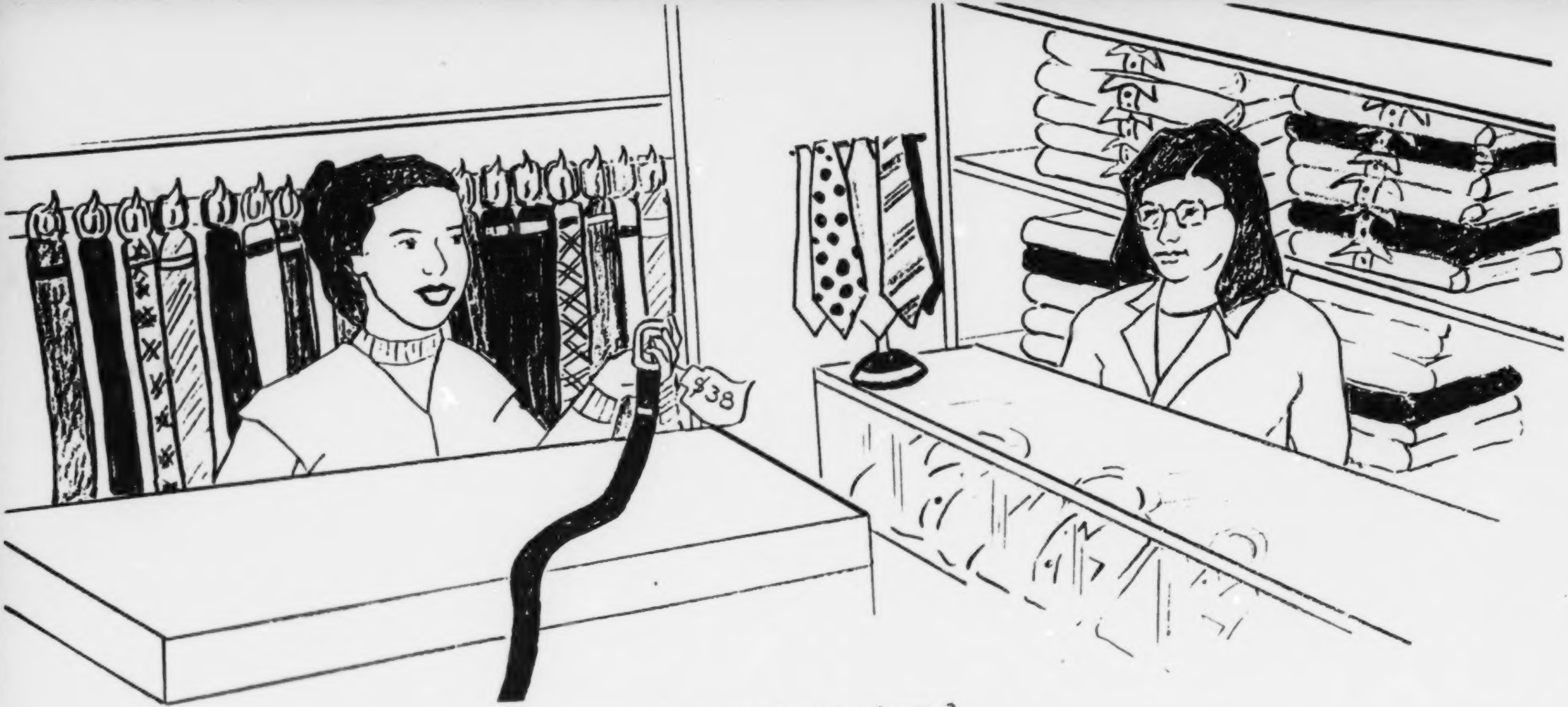
Entry level wages:

Top wages:

Benefits:

Advantages:

Disadvantages:

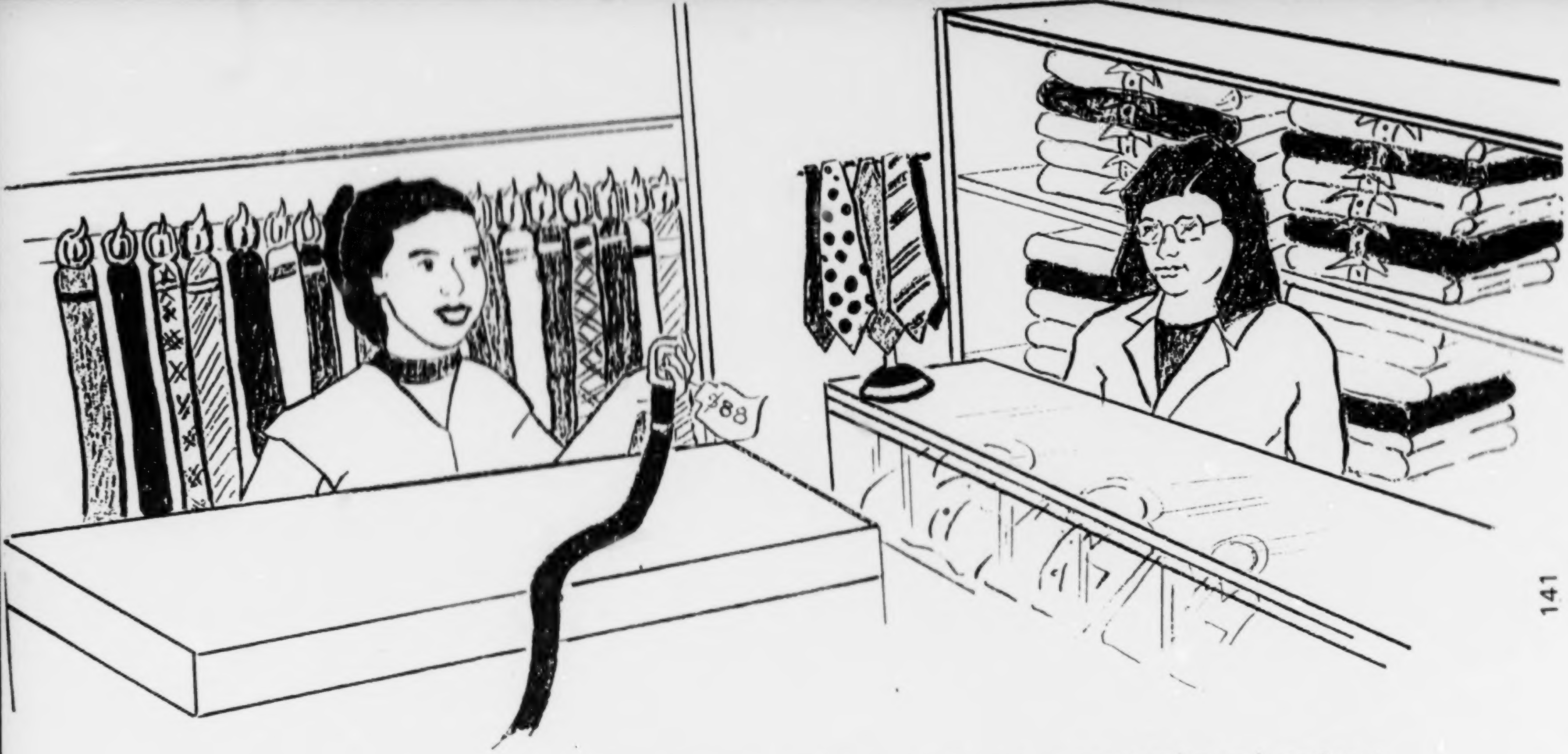


How would you describe the kind of work being done in this picture?

How many job titles can you list for this kind of work?

Look at the picture on the next page. Is it the same or different?

Why?



Look at the picture and then read the following sentences. Select the correct preposition for each sentence.

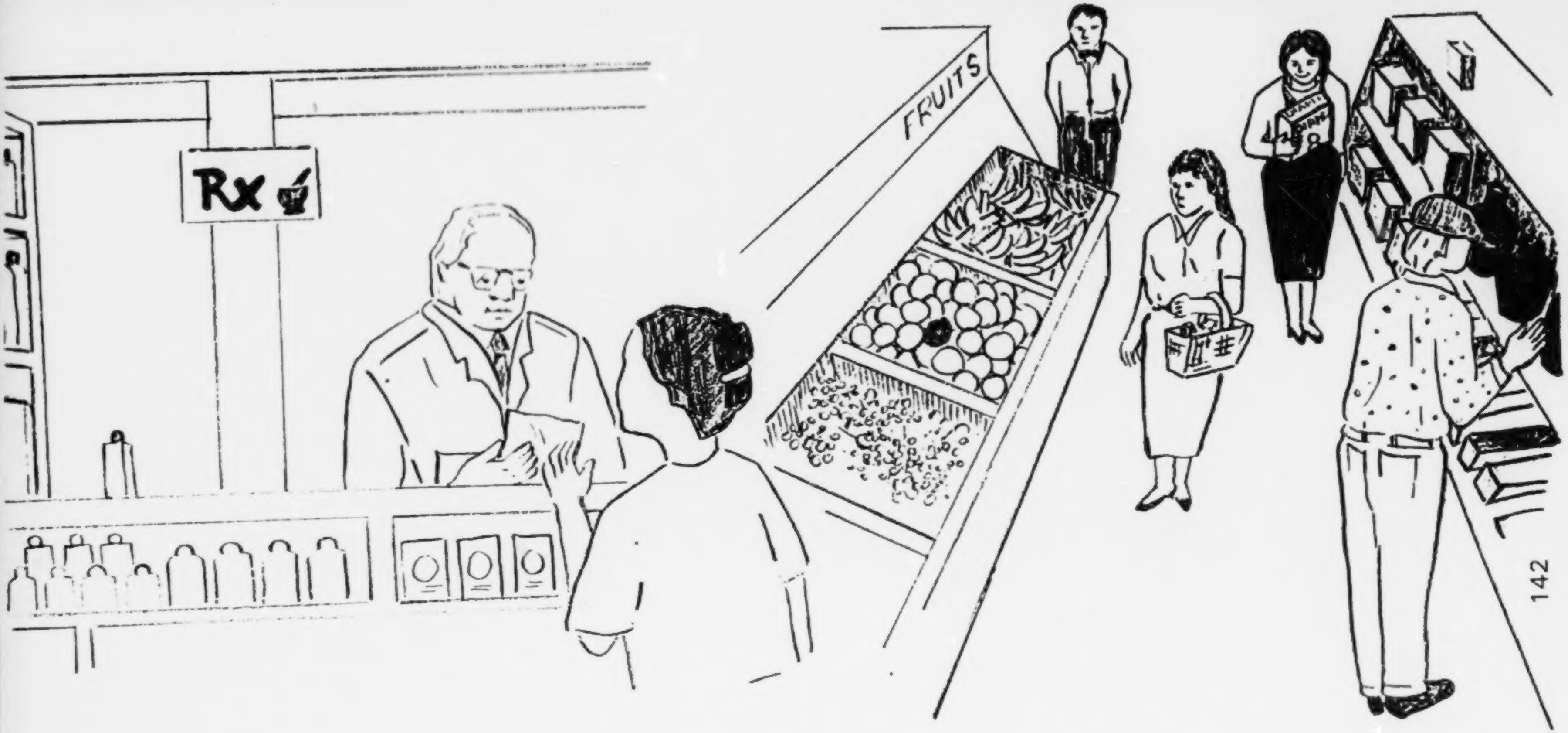
The woman with the glasses is standing (behind/under) the counter.

The belts are hanging (in/on) the hooks.

The price tag is attached (to/on) the belt.

The two saleswomen are looking (to/at) each other.

The shirts are (in/on) the shelf.



How would you describe the work being done in this picture?

How many job titles can you list for this kind of work?

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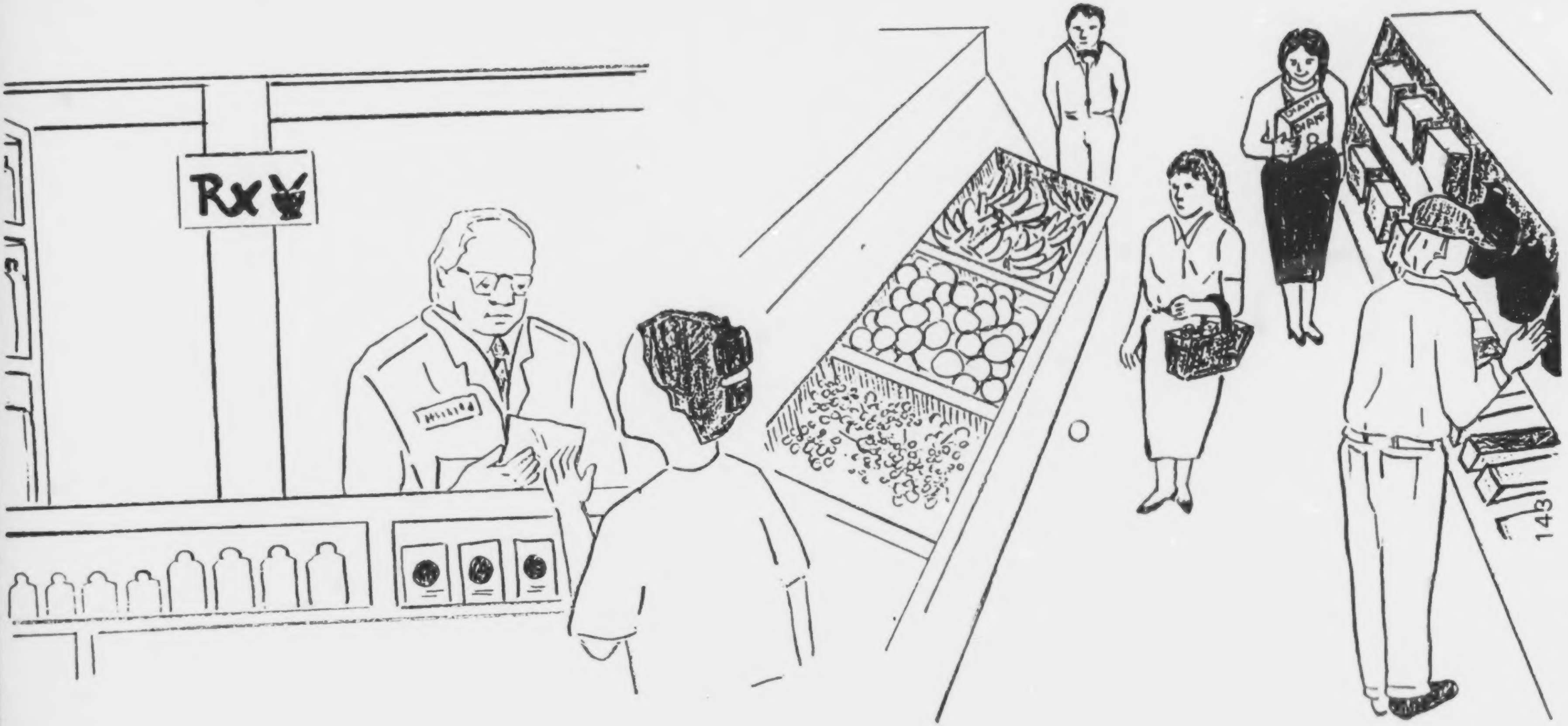


Look at the picture and then read the following sentences. Select the correct preposition for each sentence.

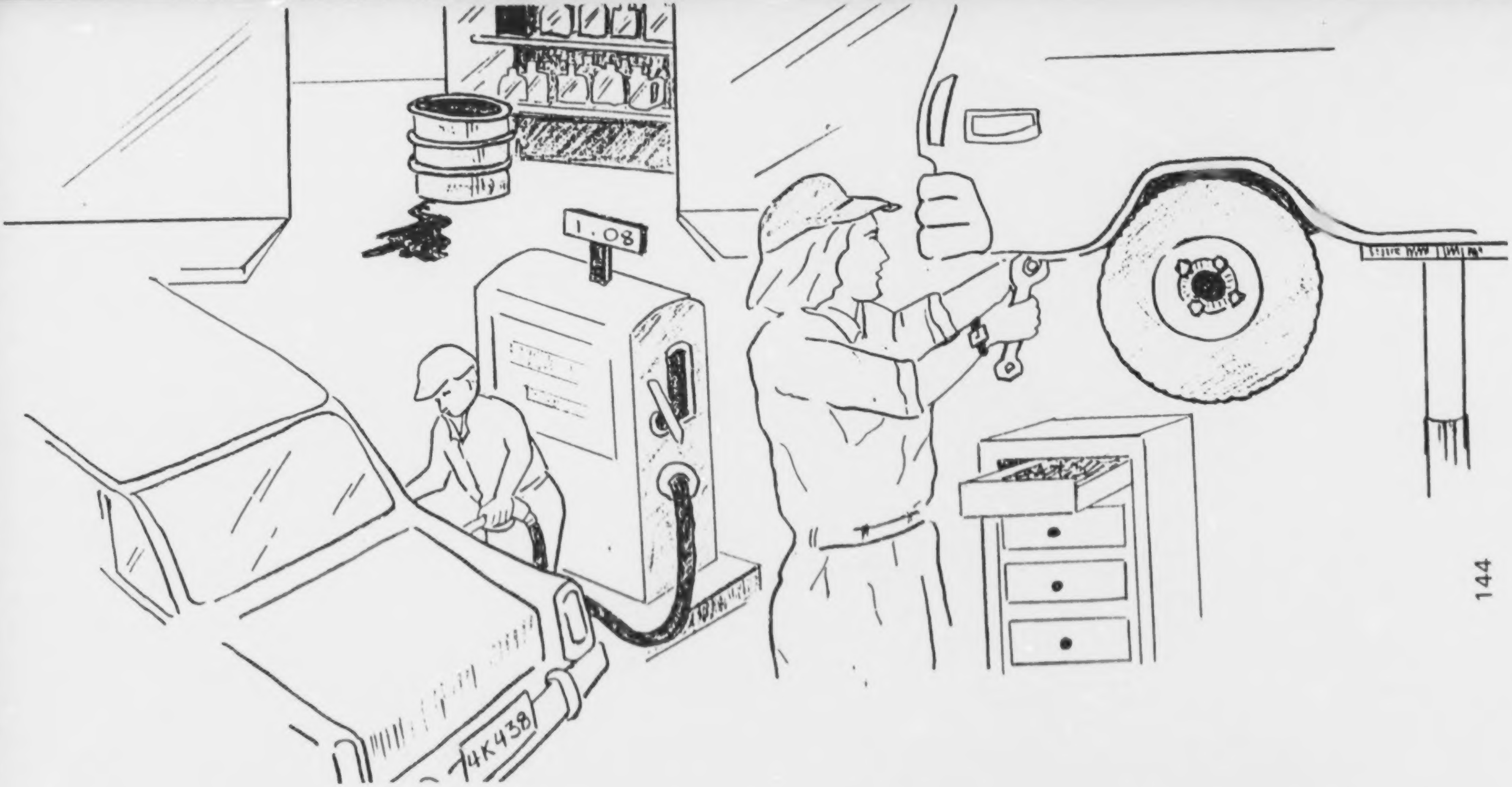
The woman in the black skirt is holding a package of diapers (in/on) her hands.

The pharmacist is giving the prescription (for/to) the lady at the counter.

The woman looking at the fruit is holding a basket (on/in) her arm.

The man wearing the cap is choosing a bottle (from/on) the shelf.

The owner of the store is looking (to/at) the people.



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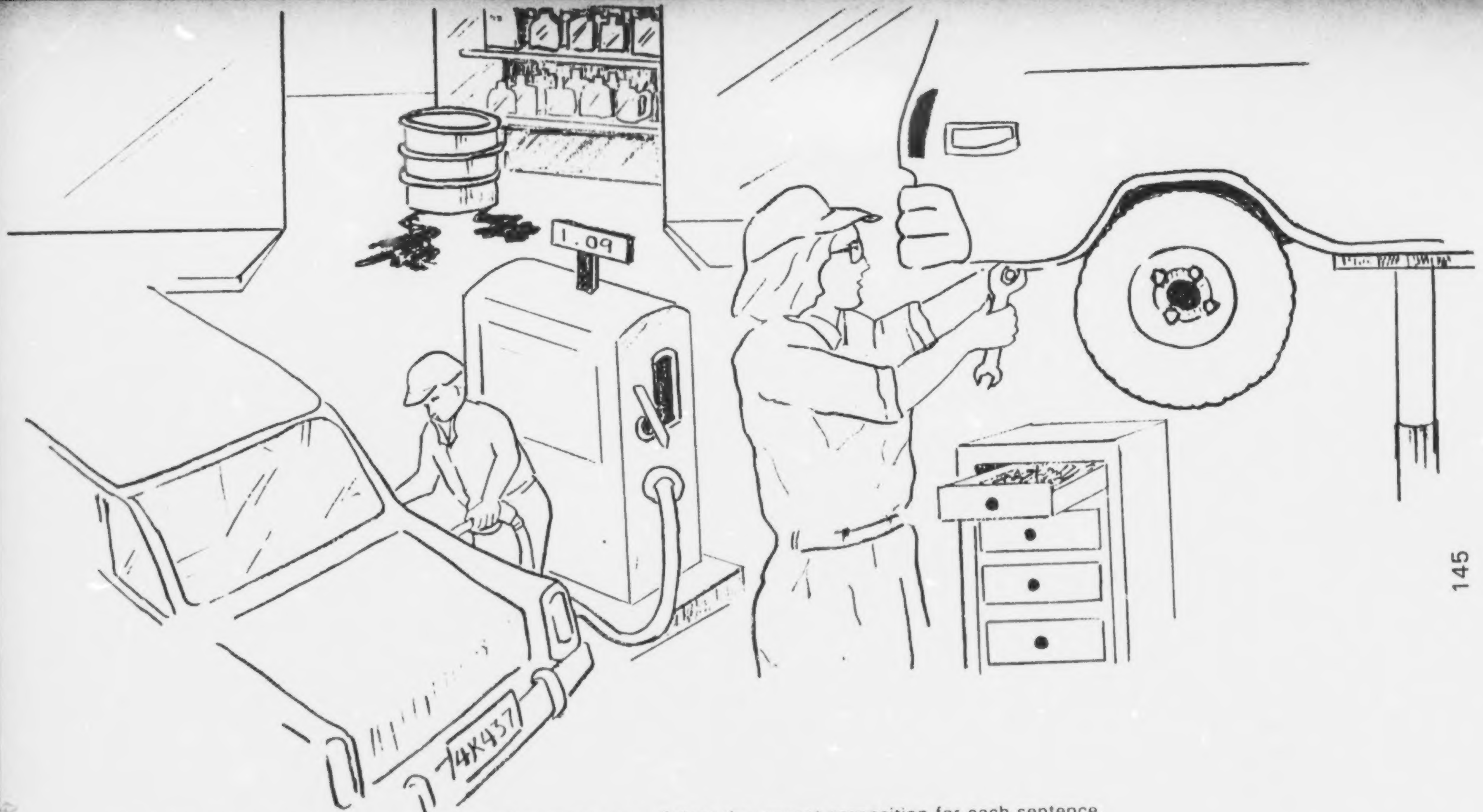


Look at the picture and then read the following sentences. Select the correct preposition for each sentence.

There is oil leaking (of/from) the barrel.

The garage mechanic has a wrench (in/on) her hands.

The gas station attendant is pumping gas (out/from) the gas pump.

The cans of oil are (in/on) the shelf.

The gas station attendant and the mechanics work together (for/in/at) the same automotive shop.

GRAMMAR PRACTICE!

Prepositions of Position

Prepositions of position are helping words that describe where something is. There are no rules to help you learn which preposition of position to use. You just have to learn what sounds right. Look at this list of prepositions of position, then complete the sentences which follow. Look back at the pictures of the supermarket, the department store, and the Garage to help you.

In: *The copies of my resume are in my car.*

On: *The application forms are on the table.*

Behind: *The office is behind the gray building.*

In front of: *The job announcements are posted in front of the personnel office.*

Next to: *My boss is over there, standing next to the computer.*

Near: *My house is near the place where I work.*

By: *I park my car at work by the cafeteria.*

Under: *The weekly schedule is under the red binder.*

Beneath: *You will find the reams of paper beneath that table.*

Inside: *The supplies are inside the brown cabinet.*

Outside: *As this is a non-smoking office, you will have to go outside to smoke.*

Above: *The report is above the bookshelves.*

1. She is holding the diapers ____________ her hands.
2. The pharmacist is ______________ the counter.
3. The bottles are ______________ the shelf.
4. The groceries are ______________ the shelf.

5. The woman is ____________ ____________ ____________ the freezer cabinet.

6. The female mechanic is standing ____________ ____________ the tool cabinet.

7. She is holding a wrench ____________ her hands.

8. The gas station attendant is putting gas ____________ the car.

9. The spare tire is ____________ the leaking oil barrel.

10. They are all wearing caps ____________ their heads.

11. The price tag is ____________ the belt buckle.

12. The shirts are on display ____________ the glass cabinet.

13. The ties are hanging ____________ the tie stand.

14. The belts are hanging ____________ the sales assistant.

15. The tie stand is ____________ the counter.

Some prepositions of position are very similar; sometimes, you can use two or three different words in the same sentence.

For example: **It's by the telephone.**

It's next to the telephone.

They are under the counter.

They are beneath the counter.

Sometimes prepositions of position can be used in phrases to help describe where something is. For example:

The file cabinet is to the left of the door.

The tool cabinet is to the right of the wrench box.

JOB SEARCH

TEST YOUR VOCABULARY

Choose words from your target vocabulary list to complete the following sentences:

If your job search is going to be successful, you must do a lot of preparation. Finding out about yourself and the jobs available is part of the r__________ you must do.

You must first think about what kind of s__________ and a__________ you have. It is possible that you developed these skills at home or during r__________ activities. It does not matter how you got the abilities; they are still personal s__________ that you can use to help you in your job search.

When you are doing your job research, it is important to understand that jobs are grouped into certain areas. For example, jobs that involve building are usually described as c__________ jobs. Work that is connected with making, repairing, and maintaining motor vehicles is usually described as a__________ work.

R__________ work includes all jobs connected to selling goods. It is very important to match your strengths with the requirements of the job. Someone who has strong n__________ skills is good at math. This person could use this strength in jobs which use numbers, calculations, or measurements.

Someone who is good with their hands has strong m__________ skills. This person could use this strength in jobs which involve using m__________ or tools which must be handled carefully.

The m__________ r__________ of the job describe the qualifications and experience that all applicants for the job must have. If you do not have the qualifications listed in the job announcement, but you have experience which you think makes you suitable for the position, it is a good idea to call the employer and see if he or she will let you apply for the position anyway. Employers like employees who are a__________.

Trying hard for every job opening, even when you do not have exactly the right qualifications, is one way of showing how hard you are willing to try.

Good luck with your job search. It will not be easy, but keep the p__________ on yourself to take your job search seriously. You have a good chance of establishing a successful c__________ in this country if you remain determined.

TARGET VOCABULARY
JOB SEARCH 2

These are some of the vocabulary words you will see in this unit. Try to guess the meaning of the words from the sentence. Do not worry if you do not understand the exact meaning of every word. Just try to get an idea of the meaning. The last exercise in this unit will give you some practice in using the words.

1. Deserve
2. Grateful
3. Complete
4. Practical Experience
5. Lecture
6. Consider
7. Volunteer
8. Responsibilities
9. Effective
10. Recommendation
11. Method
12. Placement
13. Requirements
14. Available
15. Technique
16. Reinforced
17. Classified advertisement
18. Assignment
19. Establish
20. Checklist

JOB SEARCH

FINDING WORK - READING ASSIGNMENT

When the unemployment rate is very high, it is more difficult to find work. You must be very serious about your job search if you are going to be successful. You may not be able to get the job that you really want or that you think you deserve. When the economy is weak and the job market does not have very much to offer, people are grateful to have any job, even if they don't like it very much. Most people in the United States will tell you that it is easier to find a job if you are working already. Your greatest strength is your work experience.

Of course, it is true that having qualifications and skills training will make it possible for you to compete for higher paying jobs. However, if you concentrate on getting training alone, without building up your local work history, you will still find it very hard to get a job.

Most employers in the United States like their employees to have practical experience - and it doesn't have to be in the same kind of job area. When you learn how to do something, you must have the opportunity to practice if you are going to be able to do it really well. If you go to school to study how to use a computer, what will help you the most? Reading about computers in a book? Listening to a teacher give a lecture about using a computer? No! The best way to learn about computers is to actually use one and practice all the things you have learned. It is the same with learning English or learning work skills. Going to school or training is a good idea, but on it's own, it is not enough. You must use what you have learned in the classroom in the work place.

So, REMEMBER! When you begin your job search, be ready to consider a job even if it is not exactly what you want. It can help you to get what you want in the end. Think about part time work if it will help you to establish an employment history. Think about volunteer work because this can give you the opportunity to gain work place know how and skills. Part time and volunteer work can lead to full time work. Keep an open mind! Good luck in your job search.

JOB SEARCH

Questions for discussion from the reading assignment.

1. Why is it more difficult to find work when the unemployment rate is high?
2. Why is it easier to find a job if you are working already?
3. Do you think that work experience is more important than skills training?
4. Why is it so important to have a local work history?
5. What do you think is the best way to learn how to do something?
6. If you are looking for a full-time job, do you think it is a good idea to take a part-time job if one is offered to you?
7. Would you be prepared to do some volunteer work? Explain your answer.
8. What is the most difficult thing about looking for a job in the United States?

FINDING WORK IS A FULL-TIME JOB!

In a full-time job, you:	To find a job, you must:
Have responsibilities (work duties)	Set your own responsibilities (things that you must do every day to get a job)
"Punch a clock" or be at work "on time"	Wake up early at a set time to start looking for work
Work hard all day, 40 hours a week	Look hard for a job, all day, 40 hours a week
Report to a boss who makes sure you carry out your responsibilities	Be your own boss to make sure you carry out your job search responsibilities

JOB SEARCH
JOB SEARCH METHODS

Look at the "Most Commonly Used Job Search Methods" chart. Using the information you see there, complete the following passage.

Most people who are ____________ for work apply directly to the employer. 47.7% of people who tried this job search method were ____________. Therefore, this method is probably the most ____________. However, there are other methods which you can use and it is a good idea to try ____________ different methods at the same time. This ____________ your chances of finding a job.

Another very successful method of finding work that many people use is asking friends about ____________. If an employer is pleased with the ____________ of an employee's work, he or she will be happy to take a ____________ from that employee about a friend. Employers are glad to avoid the time and trouble of advertising for new employees, so they usually like to ____________ people their current employees already know.

About half the people who answer local newspaper ____________ are able to get jobs this way. If you want to get a job from an advertisement in the newspaper, you have to answer the ad very ____________.

If you really want to find work as soon as possible, you should probably try ____________ of these job search methods at the same time.

Fill the gaps in the passage above by choosing from the following list of words:

quickly
all
effective
employ

looking
many
jobs
increases

successful
standard
advertisements
recommendation

MOST COMMONLY USED JOB SEARCH METHODS

% of Total Job Seekers Using the Method	Method	Effectiveness Rate:
66.0%	Applied directly to employer	47.7%
50.8	Asked friends about jobs where they work	22.1
41.8	Asked friends about jobs elsewhere	11.9
28.4	Asked relatives about jobs where they work	19.3
27.3	Asked relatives about jobs elsewhere	7.4
45.9	Answered local newspaper ads	23.9
21.0	Private employment agency	24.2
12.5	School placement office	21.4
15.3	Civil Service test	12.5
10.4	Asked teacher or professor	12.1
1.6	Placed ad in local newspaper	12.9
6.0	Union hiring hall	22.2

GRAMMAR PRACTICE!

THE PRESENT PERFECT

WHAT YOU DID IN THE PAST IS IMPORTANT TODAY.

We use the present perfect tense to show the connection between an action that happened in the past and a present action or situation. Look at the following examples. Notice that you make the present perfect tense by using the present tense of the verb to have and the past participle of the verb describing the action that happened in the past.

(to make)
I **have** **made** a list of my skills.
I did it yesterday. It is very helpful today because I am looking for a job.

(to write)
You **have** **written** a list of your skills.
You did it last week. You are using it right now because you are looking for a job.

(to list)
She **has** **listed** some of her skills.
She did it two days ago. She is looking at it now because she is thinking about the kind of jobs she can do.

(to work)
He **has** **worked** on a list of his skills.
He wrote it today because he wants to fill out an application today.

(to make)
We **have** **made** lists of our skills.
We decided to do it yesterday because we need to research some jobs today.

(to write)
They **have** **written** lists of their skills.
They worked on their lists last week; they are ready to begin their job search now.

GETTING READY TO FIND A JOB

STOP! Answer these three questions. If you can answer YES to all three questions, continue. If one or more of your answers is NO, perhaps you are not ready to begin your Job Search. Maybe you need to do some more job research.

Are you serious about your job search? YES/NO

Do you know what kind of job you are looking for? YES/NO

Do you understand the requirements of the job? YES/NO

* * * * *

Looking for a job requires a lot of preparation. Look at this checklist and see how many of these things you have done or are ready to do. How many things do you still need to work on?

WHAT HAVE YOU DONE TO FIND A JOB SO FAR?

Fill out the correct form of the verb to make a present perfect sentence to show that what you did in the past is important today.

(to make)

1. I have ______________ a list of my skills. YES/NO

(to do)

2. I have ______________ some research at the Job Center about the kind of jobs I can do. YES/NO

(to learn)

3. I have ______________ about the requirements of the jobs I am interested in. YES/NO

(to make)

4. I have ______________ a list of jobs I am ready to do. YES/NO

(to talk)

5. I have ______________ to friends who are working to see if they can help me find a job. YES/NO

(to look)

6. I have ______________ in the newspaper. YES/NO

(to make)

7. I have ______________ a list of places to go and ask about job openings. YES/NO

(to visit)

8. I have ______________ places which might have suitable jobs. YES/NO

(to prepare)

9. I have ______________ an application form in advance. YES/NO

(to practice)

10. I have ______________ having an interview. YES/NO

(to practice)

11. I have ______________ asking for information on the telephone. YES/NO

READING ASSIGNMENT

"WALK IN"

Most people find work by applying directly to the employer. This might be because they have heard that there are jobs available or it might be because they are using a "walk in" job search technique. This means that they have researched the kinds of places of work that might have suitable jobs and they are visiting them in person to inquire if there are any job openings.

This job search method takes a lot of time and commitment, but it also shows the employer that you are very serious about wanting to work.

If you visit an employer who does not have a job opening right now but you make a good impression and leave a clear, well written personal information sheet, there is a very good chance that he or she will remember you when there is a job opening.

Remember! Keep going back. Employers and personnel managers are very busy people. Maybe they will not remember you after the first visit, but if you check back with them after three weeks or a month, you are showing your determination.

Make sure that you have a good personal information sheet or some kind of resume which makes it very clear **what you can do. Remember! If you do not have local work experience**, you still have a good chance of getting a job. The most important information to include on your resume or personal information sheet is the skills that you have. The employer needs to know how you can help at his or her place of work. Help him or her to see very quickly why it would be a good idea to hire you.

Remember! Even if you are just walking in to a place of work to ask about job openings, you should look clean, smart, and professional. That is how you will make an excellent first impression.

Remember! An inquiry about job openings is a great opportunity **to** display **your good work attitude!** Impress the people at the place of work with your courtesy, your strong desire to work, and the preparations you have made.

Match the following words with their meanings. ***Remember!*** *The meaning of a word can sometimes change with the context. Always check the context.*

1.	directly	A.	To ask
2.	in person	B.	Being polite
3.	inquire	C.	What people think about you when they meet you or the first time
4.	commitment	D.	To hope or wish for something
5.	determination	E.	To go straight to something without doing anything else first
6.	first impression	F.	To promise to do something even if it is very difficult
7.	opportunity	G.	Things you do to get ready for something
8.	display	H.	To show someone how good you are
9.	impress	I.	To do something yourself, not writing a letter or making a phone call or asking someone else to do it for you.
10.	courtesy	J.	Feeling sure that you will do something; not giving up if it is very difficult
11.	desire	K.	The chance to do something
12.	preparations	L.	To show, give a demonstration

JOB SEARCH
DIALOGUE PLANNING ASSIGNMENT

You have done a lot of research on yourself and the kind of jobs you are interested in. Now that you know what you are looking for and why, it is time to practice asking for it.

Imagine that you are using the "walk in" job search method. What are you going to say? How are you going to ask about possible job openings? What will you say if they tell you that there are no positions available right now? You must prepare all of this in advance if you are going to make a good first impression.

Complete these dialogues.

The ABC Place of Work

Mr. X: Good morning. Can I help you?

You: Good morning. Yes, I'd like to speak to the person responsible for hiring.

Mr. X: That's me! What can I do for you?

You: I'm looking for work and I wondered if you have any job openings?

Mr. X: Exactly what kind of work are you interested in?

You: ____

Mr. X: Do you have any experience doing that kind of work?

You: ____

Mr. X: Could you explain a bit more?

You: ____

Mr. X: Well, we don't have anything right now, but you seem to have done your research and I'd like to give you a chance. Do you have some details you could leave with me, and I'll call you if anything comes up?

You: ____

Mr. X: Thanks a lot! Stay in touch and good luck on your job hunt!

You: ____

What do you think about Mr. X? Do you think you have a good chance of getting a job at his place of work? Why? Do you think that Mr. X will call you? What will you do in about three weeks or one month? What will you do now to help you do this?

XYZ Place of Work

Ms. Z: Can I help you?

You: Yes, I'd like to speak to the person responsible for hiring new staff.

Ms. Z: We don't have any job openings right now so you're wasting your time.

You: ____

Ms. Z: You can do what you like, but I told you, there aren't any job openings.

You: ____

Ms. Z: O.K. I'll give it to her.

You: ____

Ms. Z: You're welcome. Bye.

You: ____

What do you think about Ms. Z? Do you think she will give your personal information sheet to the person responsible for hiring new staff? What will you do in three weeks or one month's time? What question should you ask Ms. Z that will help you to do this?

Now plan some questions that you will ask when you go to look for a job. It is a good idea to write yourself a check list of information that it is important to ask for.

WALK IN JOB SEARCH

Keep a record of the places of work you have visited to look for a job, the date you visited, the next time you should go, and who you spoke to when you first visited. The next time you go, you can begin by asking for the person responsible for hiring new staff by name and then reintroduce yourself - "Hello, perhaps you remember me? My name is ____________ ____________. I came in about three weeks ago to see if there were any job openings, and I just thought I'd check back to see if anything has changed?"

PLACE OF WORK:	DATE VISITED:	NEXT VISIT:	PERSON TO TALK TO:

Remember! Always have good clean copies of your resume or personal information sheet with you. Carry them in a reinforced envelope so that they do not get bent or dirty. Make sure that they are correct, with no spelling mistakes. Be sure that you have permission from your references to use their names and be sure that their addresses and telephone numbers are listed correctly.

Remember! Sometimes people can be very rude and unhelpful. Don't take it personally. It's their problem, not yours. Don't use this as an excuse to be lazy about using this kind of job search method. **Remember! 47.7% of people who use this kind of job search method are successful!** You could be one of them!

JOB SEARCH

Job opportunities
Job Market
Classified
Employment Showcase
Careers
Careers
Job Market
Jobs
Classified
Classified
Careers

READ THE HELP WANTED ADS

Every day of the week, the newspapers list jobs that are available. There are many more job listings in the Sunday newspaper.

Get in the habit of reading the Help Wanted ads every day. With your pencil, mark the jobs you think you can do. If there is a telephone number, **call right away**. If there is an address, go to the place as soon as you can. Many ads ask you to write a letter applying for the job. **Do it right away.** Be sure your letter contains your name, address, and telephone number, so the employer can write back to you.

Other people may be applying for the same job. Those who apply early - including you - stand a better chance of getting the job.

For example, Sunday newspapers usually come out the Saturday night before. Buy a paper as soon as it comes out. Read the Help Wanted ads first. Give yourself a head start over most of the other people who will apply.

Answer **only** those Help Wanted ads that describe jobs you think you can do. Don't answer ads for jobs far out of your reach. Aim for the right jobs, and you will have better luck finding one.

HELP WANTED ADS
COMMON ABBREVIATIONS

1.	apptmt.	appointment
2.	asst.	assistant
3.	bldg.	building
4.	Co.	company
5.	conds.	conditions
6.	dwntwn.	downtown
7.	eves.	evenings
8.	exc.	excellent
9.	exp.	experience
10.	ext.	extension
11.	F/T	full time
12.	gd.	good
13.	hr.	hour
14.	hrs.	hours
15.	ins.	insurance
16.	M/F	male/female
17.	mo.	month
18.	N.E.	Northeast
19.	opp't	opportunity
20.	P.T.	part time
21.	$ 10 K or $ 10 M	ten thousand (per year) salary
22.	S.W.	Southwest
23.	sal.	salary
24.	super.	supervisor
25.	temp.	temporary
26.	trans.	transportation
27.	W.	with
28.	wk.	week
29.	wkends.	weekends
30.	yr.	year
31.	yrs.	years

JOB SEARCH

CLASSIFIED ADVERTISEMENTS - ASSIGNMENT

Bring a copy of the Classified Ads section of the Sunday newspaper to class. Identify jobs that you can apply for because you have the appropriate skills, minimum requirements, or work experience.

Remember! This does not need to be the job of your dreams. It is a job that will let you enter the local job market. It gives you the opportunity to establish your local work history. It is the first step to reaching your goal.

A. If the advertisement asks you to apply in person:

1. Plan what you are going to say when you get to the place of work.
2. Think about what you are going to wear and what you will take with you to show the employer.
3. Write down what you are going to say. Write a checklist of things to take and how you will dress.

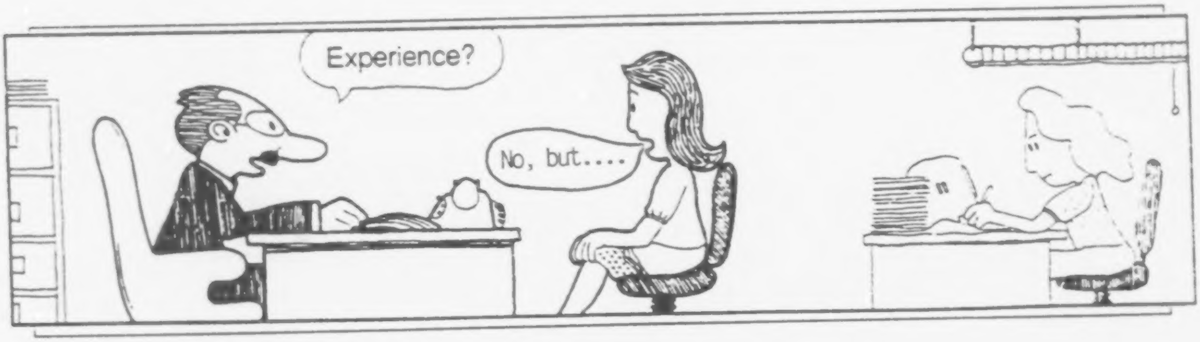
B. If the advertisement asks you to call:

1. Plan what you are going to say when you make the call.
2. Write down all the information you need to give the employer over the telephone and also any questions you want to ask about the job.

   Remember! Speak slowly and clearly!

Work in groups on this assignment. Help each other to plan phone and walk-in conversations. When you have finished this assignment, keep the drafts that you have written because they will help you in the future. You can use them in your job search. It is much easier to copy from something that you know is correct than to try and speak for the first time. **Remember! The more you practice, the better chance you will have of finding and getting the job you want.**

Remember! If you are making a phone call or applying in person, a great attitude can make up for a lack of training or work experience. Employers want good workers with good attitudes and they know that some people with great attitudes have never worked before and are just waiting for a chance. That could be you! Never give up! Show the employer that you want to be a good worker, you want to work hard and learn quickly - nobody can ask for more!


Experience?
No, but....

JOB SEARCH

LOOKING FOR A JOB

A. Do not be afraid of challenges.

"My personal experience in America? Shall I put it this way: be audacious and do not be afraid of challenges. Look at me, after just three months here, when I still couldn't understand what people were saying, I was audacious enough to undergo a job interview, then I got the job and now it is okay."

Place Unknown

B. I was hired.

"I got a job at Portrait World Company. I was successful in the interview. The day I did my application form, there were a lot of people applying at the same time. Most of them were Americans and the requirement for that job is to speak, read, and write fluent English. I was so hopeless and nervous. But the woman who drove me tried to make me feel confident. I have an interview for half an hour. I was hired."

Orange County, CA

C. There are many ways.

"Now I don't have a job yet but I'd like to get an interesting job in America. There are many ways to look for a job. One way is to look in the newspaper. The newspaper advertises jobs in the classified section. I can find out what jobs are available. I think the newspaper is full of jobs, so it must be easy to get a job. I think if I can speak English very well, I can look for a job and it's easy for me. Now I want to study English again and I go to school everyday because I would like to speak English very well."

Fullerton, CA

D. Learn about job hunting.

"Refugees should learn more about work activities and anything related to job hunting. Not only how to apply for a job, but also the meaning of terms like 'time work', 'piece work', and why an employee uses his daily time card, etc. Also, they should spend more time in the Listening Lab and try to get used to conversational English with American speakers."

Place unkown

E. I got a job.

"I find out that there are many Filipinos living in my district. But, I didn't make friends with them yet. It is exactly true what you had taught us before. We are in a constant struggle to compete, in joining the rat race in a civilized country. I advise the refugees to contact the Refugee Employment Center when they arrive here. It's very helpful. Within a couple of weeks, my wife and I got a job through the help of the center. In spite of everything that the U.S.A. can offer, I still feel lonely here. I miss the friends I made while I was still in Thailand."

Detroit, MI

TEST YOUR VOCABULARY!

JOB SEARCH

Choose the best word to complete the following sentences:

1. A good way to establish a local work history and get some

________________ ________________ at the same time is to do some

________________ work.

a.	work experience	a.	preparation
b.	practical experience	b.	volunteer
c.	job practice	c.	manual

2. When you are doing a special project or task, it is sometimes called an

________________.

a. assignment

b. extra

c. interview

3. Looking for work is a full-time job with many ________________.

a. difficulties

b. requirements

c. responsibilities

4. Sometimes, the kind of work that you want may not be ________________.

It is good to be flexible and ________________ other jobs as an alternative.

a.	effective	a.	establish
b.	complete	b.	consider
c.	available	c.	complete

5. If you are serious about your job research, you should use many different job search ________________.

a. checklists

b. lectures

c. methods

6. There are many things to remember when you are preparing yourself to be job ready. It is helpful to use a ________________ of important items.

a. checklist

b. method

c. placement

7. If you work as a volunteer, your supervisor can write you a letter of ________________. This can help you when you are looking for a paying job.

a. responsibility

b. assignment

c. recommendation

8. If you work hard at your job search, it will not be long before you get what you ________________!

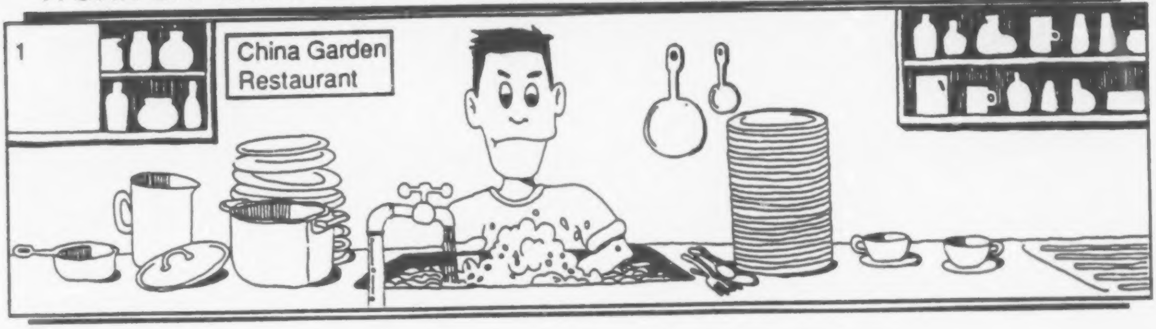
a. establish

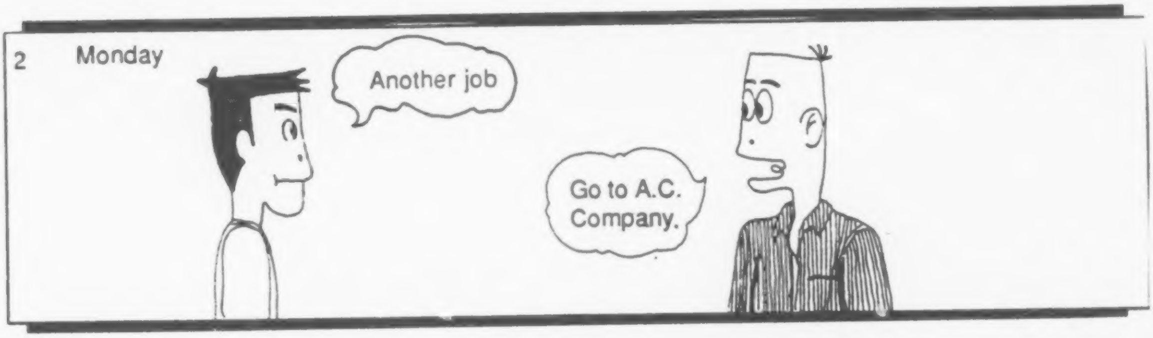
b. deserve

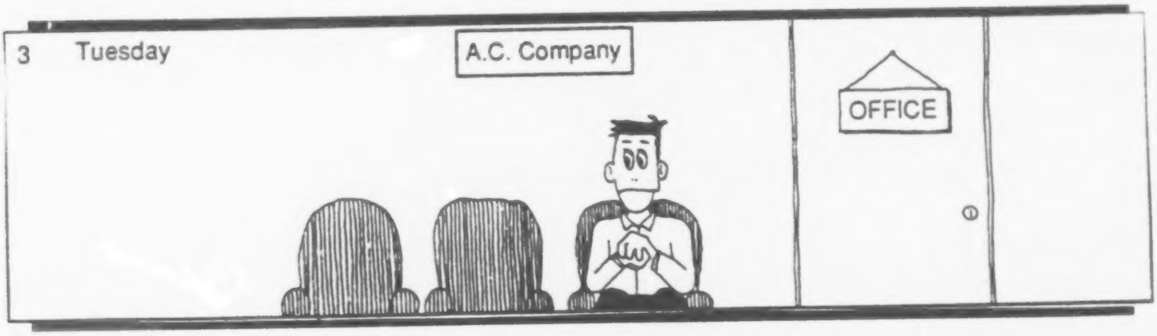
c. complete

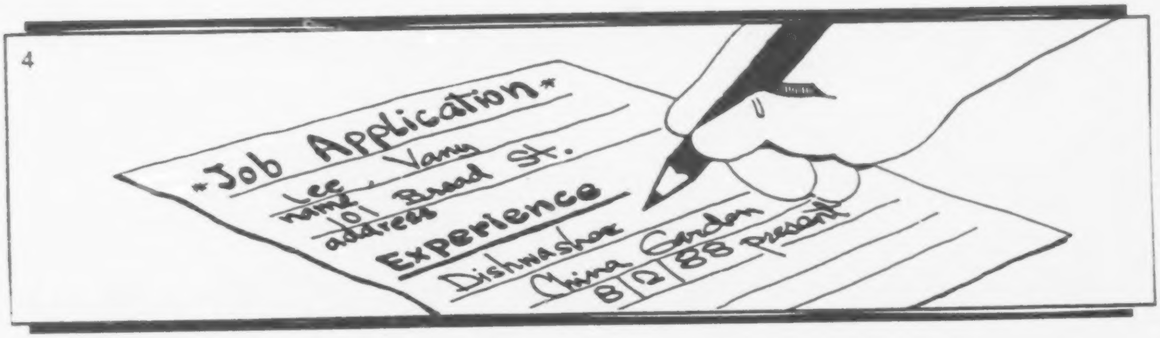
APPLYING FOR A JOB

WORK EXPERIENCE IS THE FIRST THING AN EMPLOYER LOOKS AT!!


1
China Garden Restaurant


2
Monday
Another job
Go to A.C. Company.


3
Tuesday
A.C. Company
OFFICE


4
Job Application
Lee, Vang
name
101 Broad St.
address
Experience
Dishwasher
China Garden
8 2 88 present

TARGET VOCABULARY

APPLYING FOR A JOB

These are some of the vocabulary words you will see in this unit. Try to guess the meaning of the words from the sentence. Do not worry if you do not understand the exact meaning of every word. Just try to get an idea of the meaning. The last exercise in this unit will give you some practice in using the words.

1. Employment history
2. Position
3. Duties
4. References
5. Occupation
6. Acquainted
7. Physical limitations
8. Disabilities
9. Performance
10. License
11. Permanent address
12. Membership
13. Convicted
14. Felony
15. Awards
16. Salary
17. Available
18. Verify
19. Misdemeanors
20. Recent

APPLYING FOR A JOB

REVIEW

60% of all people looking for a job apply directly to employers. This is the best way to find work. If you are serious about your job search, you will be spending a lot of time visiting employers to ask if they have any job openings.

Who will you ask to speak to when you go to ask for a job?

____

What will you say?

____

____

What will you say if the personnel manager asks you what kind of position you are interested in?

____

____

____

What will you say if the personnel manager asks you if you are interested in part-time or full-time work?

____

____

____

What will you say if the personnel manager tells you that there are no job openings at the moment?

____

____

What will you do if the personnel manager asks you if you want to fill out an application form right now?

What will you take with you every time you go to look for work?

GRAMMAR PRACTICE!

THE SIMPLE PAST

The action is over! Why did you leave your job? What happened in the past and is now finished to make you leave your job? For example:

REASON FOR LEAVING: I moved to another state.
I returned to school.
I decided to continue my education.
It was a temporary position.
It was a seasonal job.
I found a better job.
The company closed down.
I became sick.

Sometimes the thing that happened in the past was a quickly finished action or event - for example: **"I decided"** - I made one decision and it was quickly finished.

Or, the thing that happened in the past could be a longer action or situation - for example: **"I became"** - this is something that happened to me over a period of time, but it was in the past and it is finished now.

It is very easy to change most verbs into the simple past tense. If the verb is a regular verb, adding 'ed' (or just 'd' if the verb already ends in 'e') to the infinitive is all you need to do. For example:

To close . . **closed**
To move . **moved**
To look . . **looked**
To ask . . . **asked**

There are many irregular verbs, and you must learn how to change each one into the simple past tense. There are no rules to help you! For example:

To be . **was/were**
To become **became**
To find . . . **found**
To go . . . . . **went**
To see . . . . **saw**
To think . **thought**
To do . . . . . . **did**

Making simple past questions is very easy!

Look at these simple present questions:

	Action verb:	Helping verb:
Who do you know?	to know	to do
What do you see?	to see	to do
How do you play?	to play	to do

Each of the different question words - who, what, how - uses the same helping verb to make a question. If you want to change that question into the simple past tense, you change the helping verb, NOT the action verb. For example:

Who did you know? What did you see? How did you play?

This is the same for regular and irregular verbs!

USING THE SIMPLE PAST ON APPLICATION FORMS

Many application forms ask for information about your past. There is not very much space on most forms, and employers do not expect you to use full sentences. When you are talking about your past employment, there is often a section called: "**Reason for Leaving.**" Look at the example sentences at the beginning of this section. How could you make these sentences shorter but still explain your reason clearly?

For example:

I moved to another state could be changed to **moved out of state.** It is common not to use a personal pronoun on application forms; the employer knows that you are talking about yourself, so you don't need to keep saying "I".

Write shorter phrases for each of the following examples:

I returned to school. ______________________________

I decided to continue my education. ______________________________

It was a temporary position. ______________________________

It was a seasonal job. ______________________________

I found a better job. ______________________________

The company closed down. ______________________________

I became sick. ______________________________

Compare your phrases with other people in the class. Decide which ones describe the reason most clearly.

Many application forms also have a section called **"Description of Duties"**. You need to do the same thing with this section. Describe your duties in short phrases using the simple past tense. For example: If the position was **storeroom clerk**, you could write:

Filled orders for materials and supplies. Distributed water, cups, books, and school supplies. Checked condition of materials. Kept records of supplies.

Notice that all the underlined words are in the simple past tense, but because this is for an application form, there are no personal pronouns. You do not need to say "I".

REMEMBER! When you fill out your application form, write short phrases in the simple past tense. Choose your action verbs carefully to describe clearly what you did in the past.

APPLYING FOR A JOB

If you have local work experience, it is very important to record it accurately on each application form you fill out.

- The name and address of the place of work must be correct, with no spelling mistakes.
- The name and contact telephone number of your former employer must be written correctly.
- You must be able to explain clearly why you left that job.
- Write the job that you did most recently, **first**.
- It is a very good idea to prepare this information in advance.

Look at the Employment History sheet on the next page. Fill out all the information it asks for. Make sure that all the details are correct, with no spelling mistakes. Double check the telephone numbers. You can use this page to help you fill out application forms when you go to apply for a job. If you make mistakes now, it does not matter, you have time to correct them. If you make mistakes on a real application form, **you are throwing away your chance of getting the job.**

EMPLOYMENT HISTORY

(List Most Recent Position First)

Date Month and Year	Name & Address of Employer	Salary	Position	Reason for Leaving
1.				
FROM: ________	________	________	________	________
TO: ________	________			________
	________			________

Description of Duties: ________

Date Month and Year	Name & Address of Employer	Salary	Position	Reason for Leaving
2.				
FROM: ________	________	________	________	________
TO: ________	________			________
	________			________

Description of Duties: ________

EMPLOYMENT HISTORY

(List Most Recent Position First)

Date Month and Year	Name & Address of Employer	Salary	Position	Reason for Leaving
3.				
FROM:				
TO:				

Description of Duties:

Date Month and Year	Name & Address of Employer	Salary	Position	Reason for Leaving
4.				
FROM:				
TO:				

Description of Duties:

APPLYING FOR A JOB

REFERENCES

Many application forms ask you to give references. These should be people you have known for at least one year who can tell the employer what kind of person you are. You cannot use relatives as your references. Teachers, ministers, pastors, and friends who have professional positions or their own businesses are good people to use as references.

REMEMBER! You must ask your references for permission to use their names on application forms. Usually employers like to call references to talk about a future employee. Be sure that the name, address, and telephone number are correct.

Prepare this information in advance and take it with you every time you go to make inquiries about jobs or fill out an application form.

REMEMBER! Copying information is much easier than trying to remember all the facts and writing them down correctly each time.

Fill out the **REFERENCES** sheet on the next page. Make sure that all the information is correct. Double check the telephone numbers.

REFERENCES

*List below the name of three persons **not** **related** to you, whom you have known **at least one year.***

Name:	Address:	Telephone Number:	Occupation:	Years Acquainted:
1.				
2.				
3.				

APPLYING FOR A JOB

Filling Out the Application Form

1. Look at the examples of application forms you have in your book. Most of them ask for the same kind of information.
2. Make a list of the pieces of information that all the application forms ask for.

INFORMATION REQUIRED ON ALL APPLICATION FORMS

1. Name
2.
3.
4.
5.
6.
7.
8.
9.
10.

It should be no surprise when you see these questions on a form. You should have all the information prepared in advance. If you take this list with you every time you go to look for work, it will help you to make sure that you fill out application forms correctly. Some people find it helpful to take a real application form with them to copy. This is a very good idea. Filling out an application form is not a test. Employers do not mind if you copy from something else as long as the information you are giving is correct.

EMPLOYMENT APPLICATION

— THE RESTAURANT ENTERPRISES GROUP, INC.

Dinnerhouse Division • Family Restaurant Division

PLEASE PRINT

DATE OF APPLICATION

DATE AVAILABLE

POSITION DESIRED

DESIRED HOURS/WEEK

PREFERRED SHIFT

TELEPHONE NUMBER ( )

FIRST NAME MIDDLE NAME LAST NAME

HOME ADDRESS (NUMBER AND STREET)

CITY STATE ZIP CODE

Have you ever worked under another name? ☐ Yes ☐ No If yes, please specify:

Are you legally a minor? ☐ Yes ☐ No Are you of legal age for serving alcohol? ☐ Yes ☐ No

IF YOU ARE A MINOR, YOU WILL BE REQUIRED TO SUBMIT PROOF OF AGE AND/OR A WORK PERMIT.

Can you upon hire, provide proof of identity and authorization to work in the United States? ☐ Yes ☐ No

THE COMPANY IS REQUIRED TO EXAMINE DOCUMENTATION CERTIFYING THAT EACH PERSON IS AUTHORIZED TO WORK IN THE UNITED STATES

Have you ever worked for a restaurant owned by The Restaurant Enterprises Group, Inc. before? ☐ Yes ☐ No

If yes, specify name(s) of restaurant(s), location(s) and dates of employment:

Are you related to anyone in the company? ☐ Yes ☐ No If yes, who?

EMPLOYMENT

Account for all employment within the past 10 years, beginning with your present or last position. Attach additional sheet if necessary.

FIRM NAME	POSITION(S) AND DUTIES	REASON FOR LEAVING	SUPERVISOR/MANAGER	FROM MO/YR	TO MO/YR
NAME					
ADDRESS					
CITY & STATE	SALARY		TELEPHONE		
NAME					
ADDRESS					
CITY & STATE	SALARY		TELEPHONE		
NAME					
ADDRESS					
CITY & STATE	SALARY		TELEPHONE		
NAME					
ADDRESS					
CITY & STATE	SALARY		TELEPHONE		

If presently employed, may we contact your employer? ☐ Yes ☐ No

Have you ever been discharged or asked to resign from a position? ☐ Yes ☐ No If yes, explain

Have you ever been convicted of a felony? ☐ Yes ☐ No If yes, please specify date, nature of offense and state in which convicted:

EDUCATION

Please list chronologically beginning with most recent education.

	GRADUATE?
SCHOOL NAME	☐ Yes ☐ No
ADDRESS	
CITY & STATE	
SCHOOL NAME	GRADUATE? ☐ Yes ☐ No
ADDRESS	
CITY & STATE	
SCHOOL NAME	GRADUATE? ☐ Yes ☐ No
ADDRESS	
CITY & STATE	
SCHOOL NAME	GRADUATE? ☐ Yes ☐ No
ADDRESS	
CITY & STATE	

REFERENCES

Provide three persons, other than family members or friends, whom we can contact for information on your work ability and character.

NAME	RELATIONSHIP	ADDRESS	TELEPHONE
1.			
2.			
3.			

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by The Restaurant Enterprises Group, Inc. (the Company) unless I have indicated to the contrary. I authorize the references listed above to provide the Company any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the Company as well as from the use or disclosure of such information by the Company or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.

In consideration of my employment, I agree to conform to the policies and procedures of the Company, as amended from time to time in the Company's sole discretion. I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the Company. I understand that no employee or representative of the Company other than the President of the Company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. Further, the President of the Company may not alter the at-will nature of the employment relationship unless he signs a written document in which he specifically and clearly indicates an intent to do so. I also understand that all offers of employment are conditioned on the receipt of satisfactory responses to reference requests and the provision of satisfactory proof of an applicant's identity and legal authority to work in the U.S.

Applicant's Signature

Date

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Waldenbooks

APPLICATION FOR EMPLOYMENT

Store Stamp

Please Print

Date __________

Name __________ Last __________ First __________ Middle __________

Soc. Sec. No. ____ / ____ / ____

Address __________ No. & Street __________ City __________ State __________ Zip Code

Telephone ( ) __________

Office Telephone ( ) __________

I am applying for a job as __________ **Full Time** ☐ **Part Time** ☐ **Extra or Temporary** ☐

I can work the following: Hours __________ Days __________

Previous Employment—Begin with your most recent position. Include volunteer experience which relates to the job for which you are applying.

Dates Empl. Mo. Yr.	Name and Address of Previous Employer (Include U.S. Military Service)	Job Title, Duties Performed, Supervisor's Name	Salary	Reason for Leaving
From	Name			
To	No. and Street			
	City, State	Phone No.		
From	Name			
To	No. and Street			
	City, State	Phone No.		
From	Name			
To	No. and Street			
	City, State	Phone No.		
From	Name			
To	No. and Street			
	City, State	Phone No.		
From	Name			
To	No. and Street			
	City, State	Phone No.		

Indicate any other experience or skills __________

Are you now employed? Yes ☐ No ☐

May we contact your present employer? Yes ☐ No ☐

Education

	Name and Location	Courses Taken		Last Year Completed	Grad. Date
High School					
College		Major	Degree		
Other					

Code 993-16(a)—(0681480807)—(8440)—mh—rev. 7/92

Are you 18 years or older? Yes ☐ No ☐

What prompted you to seek employment at Waldenbooks? __________

Were you ever employed by Waldenbooks or any division of the Walden Book Co., Inc.? Yes ☐ No ☐

If yes, when __________

Which division/company __________

Location __________

Job title __________

List relatives employed by Waldenbooks __________

Name Relationship

Location __________

Have you ever been convicted of a felony? Yes ☐ No ☐

If yes, for each felony conviction, indicate the date of the conviction, nature of the charge, and the sentence received __________

Are you or any relative employed by or financially involved in a business that publishes, distributes or sells books, magazines or other merchandise offered for sale by Waldenbooks? Yes ☐ No ☐

If yes, name/relationship of individual __________

Company __________ Location __________

Position or title held __________

U.S. Citizen: Yes ☐ No ☐

If you are not a U.S. citizen, enter the type of visa and number which verifies your right to be employed in the United States.

Type of Visa __________

Visa Number __________

Verified by __________

IMPORTANT! PLEASE READ AND SIGN

Our Company policy prohibits discrimination in employment based on race, color, religion, sex, national origin, disability or age.

As a part of this application for employment, which includes a bond application, I hereby authorize Waldenbooks and/or the bonding company to investigate my references and to make an independent investigation of my character, conduct and employment records, and to keep and preserve such records.

I agree that failure to reveal any prior employer, or the giving of any false or misleading information by me will result in cancellation of this application or dismissal from the company's service if I have been employed. I understand that this employment application and any other company documents do not constitute a contract of employment and that if hired, I or the Company may terminate my employment at any time and for any reason. No representative of the Company other than the Vice President of Human Resources of the Company has the authority to enter into any agreement contrary to the foregoing.

Signature __________ Date __________

AUTHORIZATION (As applicable)

District Manager __________ Loss Prevention __________

Human Resources approval __________

Comments __________

CIRCUIT CITY.
EMPLOYMENT APPLICATION
(Confidential)

CIRCUIT CITY STORES, INC IS AN EQUAL OPPORTUNITY EMPLOYER BY BOTH POLICY AND PRACTICE AND COMPLIES WITH ALL FEDERAL AND STATE LAWS WHICH FORBID DISCRIMINATION.

IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

NAME (LAST, FIRST, MIDDLE INITIAL)

SOCIAL SECURITY NUMBER - -

STREET

CITY

STATE

ZIP CODE

HOME PHONE ( ) -

WORK PHONE ( ) -

SOURCE OF REFERRAL:
☐ NEWSPAPER AD
☐ CURRENT CCS EMPLOYEE
☐ COLLEGE RECRUITING
☐ EMPLOYMENT AGENCY
☐ STATE EMPLOYMENT AGENCY
☐ FORMER CCS EMPLOYEE
OTHER (SPECIFY) ____________

ARE YOU ELIGIBLE TO WORK IN THE USA? ☐ YES ☐ NO

HAVE YOU EVER WORKED FOR CIRCUIT CITY OR ANY OF ITS SUBSIDIARIES ☐ YES ☐ NO
IF YES, WHERE ____________ FROM ____________ TO ____________

HAVE YOU, WITHIN THE LAST TWELVE MONTHS, APPLIED FOR A POSITION WITH CIRCUIT CITY OR ANY OF ITS SUBSIDIARIES? ☐ YES ☐ NO IF YES, WHERE ____________
APPROXIMATE DATE ____________

DO YOU HAVE ANY FRIENDS OR RELATIVES EMPLOYED BY CIRCUIT CITY? ☐ YES ☐ NO
IF YES, PLEASE IDENTIFY ____________

IF UNDER 18 YEARS OF AGE DO YOU HAVE A WORK PERMIT? ☐ YES ☐ NO

HAVE YOU, SINCE THE AGE OF 18, BEEN CONVICTED OF A FELONY? ☐ YES ☐ NO
IF YES, PLEASE EXPLAIN ____________
A CONVICTION WILL NOT NECESSARILY EXCLUDE YOU FROM EMPLOYMENT. EACH CONVICTION WILL BE JUDGED ON ITS OWN MERITS WITH RESPECT TO THE TIME, CIRCUMSTANCES AND SERIOUSNESS.

SPECIFIC TITLE OF POSITION APPLIED FOR ____________

TYPE OF WORK DESIRED: ☐ FULL TIME ☐ PART TIME ☐ REGULAR ☐ SEASONAL

DATE AVAILABLE TO BEGIN WORK ____________

SALARY/WAGE EXPECTED $ ____________ PER YR. ____________ PER HR.

LIST HOURS AND DAYS YOU ARE AVAILABLE TO WORK.

	SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
FROM							
TO							

Form # P1160 / Revised 7/93

EMPLOYMENT HISTORY

LIST ALL JOBS, MILITARY SERVICE, VERIFIABLE VOLUNTEER WORK AND SELF-EMPLOYMENT IN THE USA, BEGINNING WITH PRESENT JOB. INCLUDE ANY PERIODS OF UNEMPLOYMENT GREATER THAN 1 MONTH IN DURATION. PRINT CLEARLY.

YOU MUST COMPLETE THIS SECTION IN ITS ENTIRETY EVEN IF YOU INCLUDE A RESUME.

NAME OF COMPANY ADDRESS, STATE TELEPHONE NUMBER	DATES OF EMPLOYMENT MONTH-YEAR	RATE OF PAY	NAME & PHONE NUMBER OF SUPERVISOR	DUTIES & RESPONSIBILITIES	REASON FOR LEAVING
CO. NAME STREET CITY & STATE PHONE # JOB TITLE	FROM TO # HRS/WK	STARTING ENDING CIRCLE: HR WK MO YR	NAME OF SUPERVISOR ( ) (AREA) PHONE # MAY WE CONTACT? ☐ YES ☐ NO		
CO. NAME STREET CITY & STATE PHONE # JOB TITLE	FROM TO # HRS/WK	STARTING ENDING CIRCLE: HR WK MO YR	NAME OF SUPERVISOR ( ) (AREA) PHONE # MAY WE CONTACT? ☐ YES ☐ NO		
CO. NAME STREET CITY & STATE PHONE # JOB TITLE	FROM TO # HRS/WK	STARTING ENDING CIRCLE: HR WK MO YR	NAME OF SUPERVISOR ( ) (AREA) PHONE # MAY WE CONTACT? ☐ YES ☐ NO		
CO. NAME STREET CITY & STATE PHONE # JOB TITLE	FROM TO # HRS/WK	STARTING ENDING CIRCLE: HR WK MO YR	NAME OF SUPERVISOR ( ) (AREA) PHONE # MAY WE CONTACT? ☐ YES ☐ NO		
CO. NAME STREET CITY & STATE PHONE # JOB TITLE	FROM TO # HRS/WK	STARTING ENDING CIRCLE: HR WK MO YR	NAME OF SUPERVISOR ( ) (AREA) PHONE # MAY WE CONTACT? ☐ YES ☐ NO		

LIST ANY HOBBIES, INTERESTS, OR ANY OTHER SKILLS OR HONORS WHICH HAVE A DIRECT BEARING ON THE JOB YOU ARE SEEKING. IDENTIFY ANY LANGUAGES, OTHER THAN ENGLISH, YOU CAN SPEAK AND UNDERSTAND. YOU ARE NOT REQUIRED TO LIST ANY INFORMATION WHICH MIGHT REVEAL YOUR RACE, RELIGION, SEX OR NATIONAL ORIGIN.

EDUCATION & TRAINING

CIRCLE LAST YEAR OF EDUCATION COMPLETED
GRADE SCHOOL 9 10 11 12 13 14 15 16 17 18 19 20

HIGH SCHOOL ATTENDED

GRADE AVG.

BUSINESS SCHOOL, TRADE SCHOOL, COLLEGE OR UNIVERSITY ATTENDED	COURSE OF STUDY (MAJOR AREA OF STUDY)	YRS. ATTENDED	DEGREE REC'D	GRADE AVG.
NAME: CITY& STATE:		FROM 19 ______ TO 19 ______		
NAME: CITY& STATE:		FROM 19 ______ TO 19 ______		
NAME: CITY& STATE:		FROM 19 ______ TO 19 ______		
NAME: CITY& STATE:		FROM 19 ______ TO 19 ______		

LIST ANY BUSINESS MACHINES YOU ARE CAPABLE OF OPERATING AND ANY OTHER SPECIAL SKILLS RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING.

☐ ADDING MACHINE
☐ CALCULATOR
☐ TYPEWRITER
☐ SWITCHBOARD
☐ FORK LIFT
☐ CASH REGISTER
☐ WORD PROCESSOR/COMPUTER SOFTWARE TRAINED IN ______

OTHER: ______

PLEASE READ CAREFULLY AND SIGN BELOW:

I hereby certify that all of the information contained in this application is complete and accurate to the best of my knowledge. I understand that, if employed, omissions or false statements on this application shall be considered sufficient cause for dismissal.

I hereby authorize all prior employers, schools, credit bureaus, Social Security Administration, law enforcement agencies and investigative agencies to give Circuit City Stores, Inc. any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, concerning my qualifications for the position applied for. I release all persons or entities from all liability for any damage that may result from furnishing information to Circuit City Stores, Inc. I also release Circuit City Stores, Inc. and all of its employees from all liability for any damage that may result from reliance on the information furnished. I understand that if a consumer investigative report is requested, I have the right under the Fair Credit Reporting Act to request in writing, within a reasonable time, a complete and accurate disclosure of the nature and scope of the investigation. This written request should be addressed to the location where this application is filed.

If employed by Circuit City Stores, Inc., I agree to abide by its policies, rules and regulations. I understand and agree that my employment is at-will, and therefore, my employment and compensation can terminate, with or without cause, at any time, at my option or the option of Circuit City Stores, Inc. I further understand and agree that this at-will employment relationship will remain in effect throughout my employment with Circuit City Stores, Inc. or any of its affiliated companies, unless it is modified by a specific, express written employment contract which is signed by an officer of Circuit City Stores, Inc. and me. This at-will employment relationship may not be modified by any oral or implied agreement.

I understand that this application is completed for the position or positions indicated on page 1 and that it will be necessary to reapply for other positions when they become available. I also understand that this application is good for only thirty (30) days from today's date. If I still desire to be considered for a position with the company after this application expires, it will be my responsibility to complete a new application and file it with the company.

______ SIGNATURE OF APPLICANT

______ DATE SIGNED

DO NOT COMPLETE NEXT PAGE UNTIL FIRST DAY OF EMPLOYMENT.

BEST COPY AVAILABLE

LYON'S RESTAURANTS, INC. • 1165 TRITON DRIVE • FOSTER CITY, CALIFORNIA 94404 • (415) 349-5966

APPLICATION FOR EMPLOYMENT

We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading. The completion of this form however, does not indicate that positions are available nor obligate you or Lyons Restaurants in any manner. We are an Equal Opportunity Employer.

PERSONAL

Date ____________

Name ______________________________ Social Security Number ____________
Last First Middle

Address ______________________________ Telephone Number (   ) ____________
No. Street City State Zip

Position for which you are applying ____________ Rate of pay expected $ ____________ per ____________

Other position(s) for which you would like to be considered ______________________________

Work hours (shift) desired ______________________________ Do you want ☐ full-time or ☐ Part-time

Can you work any day of the week if required? ☐ Yes ☐ No. If no, explain ______________________________

____

If hired, on what date will you be available to start ? ______________________________ If hired, do you also expect to work elsewhere? ☐ Yes ☐ No If yes, explain ______________________________

____

Have you ever applied to this company before? If yes when ____________ where ____________

Have you ever been employed by Lyons? ☐ Yes ☐ No. If yes, please complete:

Location ____________ Supervisors Name ____________ Employed From ____________ To ____________

List any friends or relatives working for this company ______________________________

Are you 18 years of age or over? ☐ Yes ☐ No Are you 21 years of age or over? ☐ Yes ☐ No

Do you have the legal right to remain and work in the United States? ☐ Yes ☐ No

Have you ever been known by another name which Lyons will require to verify any of the information contained in this application? ☐ Yes ☐ No If yes, explain ______________________________

____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? ☐ Yes ☐ No

If yes, explain ______________________________

____

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PR 103 REV 1/93

WORK EXPERIENCE

LIST YOUR LAST EMPLOYER FIRST (INCLUDE MILITARY SERVICE, IF ANY)

DATES	NAME AND ADDRESS OF EMPLOYER	JOB TITLE	SALARY	EXACT REASON FOR LEAVING
from: to:	Telephone:	Supervisor:	Start: Finish:	May we contact them?
from: to:	Telephone:	Supervisor:	Start: Finish:	May we contact them?
from: to:	Telephone:	Supervisor:	Start: Finish:	May we contact them?
from: to:	Telephone:	Supervisor:	Start: Finish:	May we contact them?

EDUCATION

TYPE OF SCHOOL	NAME AND ADDRESS	HOW MANY YRS ATTENDED	GRADUATED	COURSE OR MAJOR
GRAMMAR OR GRADE			☐ Yes ☐ No	
HIGH SCHOOL			☐ Yes ☐ No	
COLLEGE			☐ Yes ☐ No	
POST GRADUATE			☐ Yes ☐ No	
BUSINESS OR TRADE			☐ Yes ☐ No	
OTHER			☐ Yes ☐ No	

Courses now studying ______________________

PLEASE READ CAREFULLY

I certify that the information contained in this application is correct to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification from further consideration or for dismissal from employment in accordance with company policy. I agree that all information in this application may be verified by Lyons, and understand that any employment is subject to a satisfactory check of references. I hereby authorize Lyons to make any investigation of my personal background including academic, occupational, police, governmental and credit records. I hereby authorize all individuals and organizations named or referred to in this application to give Lyons all information relative to my employment and hereby release such individuals, organizations and Lyons from any claim or damage which may result. In consideration of my employment I agree to conform to the rules and regulations of the company, and understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the company or myself. I further understand that no manager or representative of Lyon's other than the President or Vice President of the Company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Signature ______________________

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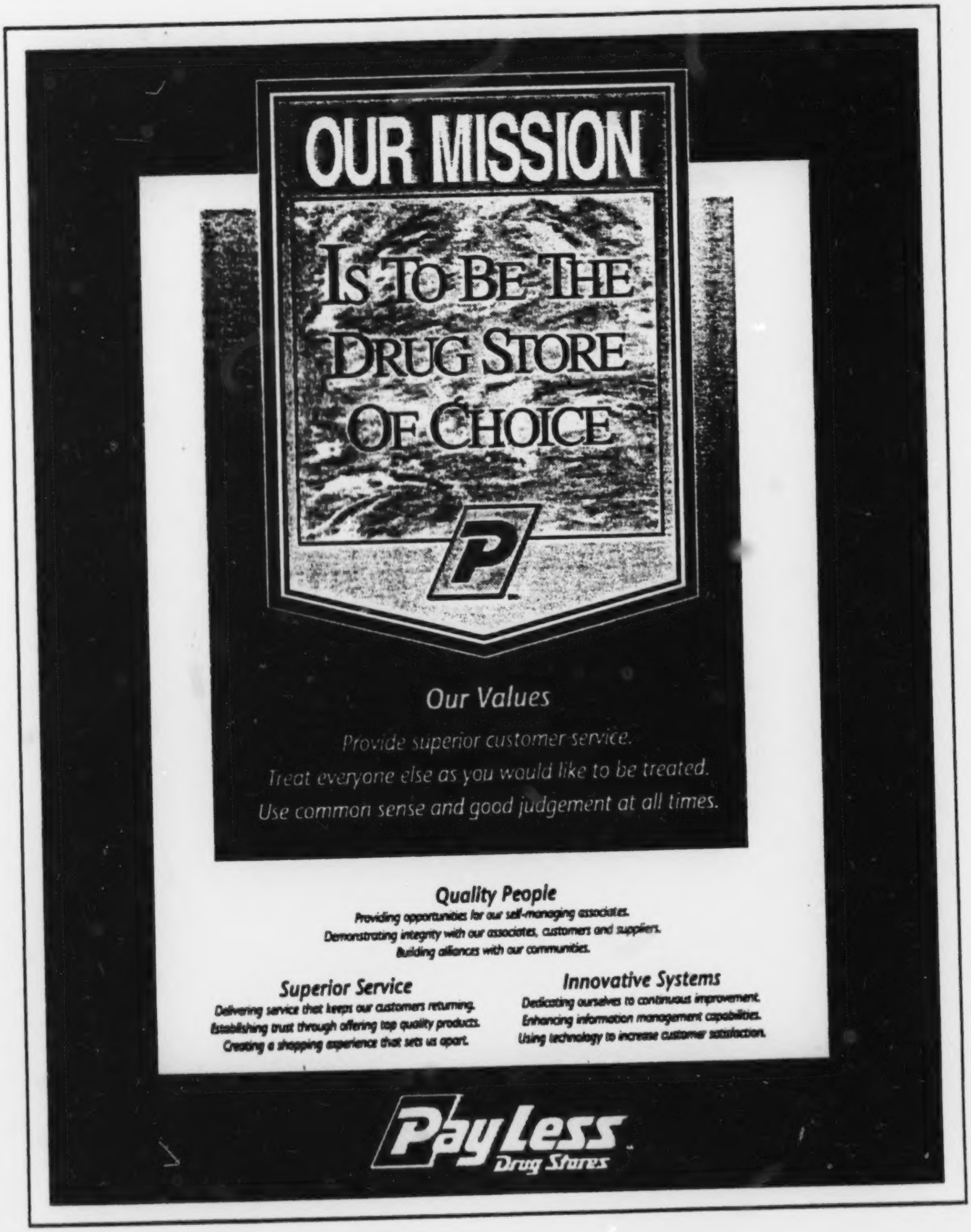

OUR MISSION

IS TO BE THE DRUG STORE OF CHOICE

Our Values

Provide superior customer service.
Treat everyone else as you would like to be treated.
Use common sense and good judgement at all times.

Quality People

Providing opportunities for our self-managing associates.
Demonstrating integrity with our associates, customers and suppliers.
Building alliances with our communities.

Superior Service

Delivering service that keeps our customers returning.
Establishing trust through offering top quality products.
Creating a shopping experience that sets us apart.

Innovative Systems

Dedicating ourselves to continuous improvement.
Enhancing information management capabilities.
Using technology to increase customer satisfaction.

PayLess Drug Stores

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PayLess Drug Stores

STORE # ______________________

APPLICATION FOR EMPLOYMENT

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application.

POSITION APPLIED FOR ______________________ DATE OF APPLICATION ______ / ______ / ______

PERSONAL

PLEASE PRINT USING BALLPOINT PEN

FULL NAME	FIRST	MIDDLE	LAST		SOCIAL SECURITY NUMBER
PRESENT ADDRESS	STREET	CITY	STATE	ZIP	HOW LONG / TELEPHONE # ( )
PREVIOUS ADDRESS	STREET	CITY	STATE	ZIP	HOW LONG
PERMANENT ADDRESS IF DIFFERENT FROM ABOVE					TELEPHONE # ( )

IF NO PHONE, HOW MAY WE CONTACT YOU?

ARE ANY OF YOUR RELATIVES PRESENTLY EMPLOYED AT PAYLESS DRUG STORES? ☐ YES ☐ NO — IF YES, NAME OF RELATIVE — RELATIONSHIP — WHICH STORE LOCATION?

HAVE YOU EVER WORKED FOR PAYLESS DRUG STORES BEFORE? ☐ YES ☐ NO — IF YES, WHERE? — APPROXIMATE DATE: MO./YR. — REASON FOR LEAVING:

HOW WERE YOU REFERRED TO PAYLESS DRUG STORES?

GENERAL INFORMATION

LIST BUSINESS AND PROFESSIONAL ORGANIZATIONS OF WHICH YOU ARE A MEMBER:(Omit those indicating race, creed, sex, age, disability, national origin or other protected group.)

LIST LEISURE ACTIVITIES, HOBBIES, RECREATIONAL INTEREST:

WAGE EXPECTED — DATE AVAILABLE FOR WORK?

PLEASE CHECK SCHEDULE AVAILABILITY:

☐ I am available and desire to work FULL-TIME (35 hours) and do not have restrictions on my hours and days. (Complete Section B.)

☐ I am available and desire to PART-TIME work (If less than 30 hours a week, please complete Sections A & B).

A. I am only available for PART-TIME because:

☐ Student ☐ Other Job ☐ Other (explain) ______________________

B. Hours available:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
"X" if no restrictions on Times available for work.	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___

EDUCATION

EDUCATION TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	CIRCLE LAST YR. ATTENDED	GRADUATED (GIVE DEGREE)
High School			1 2 3 4	
College			1 2 3 4	
College			1 2 3 4	
Graduate School			1 2 3 4	
Business, Trade, Other			1 2 3 4	

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EMPLOYMENT HISTORY

BEGIN WITH YOUR CURRENT OR MOST RECENT EMPLOYMENT AND CONTINUE WITH ALL PAST EMPLOYMENT. (ATTACH ADDITIONAL SHEETS IF NECESSARY.)

I EMPLOYER	FROM		DESCRIBE YOUR POSITION AND DUTIES	STARTING SALARY	REASON FOR LEAVING	NAME AND TITLE OF IMMEDIATE SUPERVISOR
	MO.	YR.				
NAME OF COMPANY						
ADDRESS	TO			ENDING SALARY		
	MO.	YR.				
CITY & STATE (ZIP)						
PHONE NO. ( )	TYPE OF BUSINESS					

EXPLAIN ANY PERIODS BETWEEN JOBS:

II EMPLOYER	FROM		DESCRIBE YOUR POSITION AND DUTIES	STARTING SALARY	REASON FOR LEAVING	NAME AND TITLE OF IMMEDIATE SUPERVISOR
	MO.	YR.				
NAME OF COMPANY						
ADDRESS	TO			ENDING SALARY		
	MO.	YR.				
CITY & STATE (ZIP)						
PHONE NO. ( )	TYPE OF BUSINESS					

EXPLAIN ANY PERIODS BETWEEN JOBS:

III EMPLOYER	FROM		DESCRIBE YOUR POSITION AND DUTIES	STARTING SALARY	REASON FOR LEAVING	NAME AND TITLE OF IMMEDIATE SUPERVISOR
	MO.	YR.				
NAME OF COMPANY						
ADDRESS	TO			ENDING SALARY		
	MO.	YR.				
CITY & STATE (ZIP)						
PHONE NO. ( )	TYPE OF BUSINESS					

EXPLAIN ANY PERIODS BETWEEN JOBS:

IV EMPLOYER	FROM		DESCRIBE YOUR POSITION AND DUTIES	STARTING SALARY	REASON FOR LEAVING	NAME AND TITLE OF IMMEDIATE SUPERVISOR
	MO.	YR.				
NAME OF COMPANY						
ADDRESS	TO			ENDING SALARY		
	MO.	YR.				
CITY & STATE (ZIP)						
PHONE NO. ( )	TYPE OF BUSINESS					

EXPLAIN ANY PERIODS BETWEEN JOBS:

HAVE YOU EVER BEEN DISCHARGED FROM ANY EMPLOYMENT OR FORCED TO RESIGN?

☐ NO ☐ YES IF YES, PLEASE LIST EMPLOYER AND EXPLAIN!

PERSONAL OR BUSINESS REFERENCES

NAME		OCCUPATION	BUSINESS PHONE ( )
HOME ADDRESS	HOME PHONE ( )	TITLE	RELATIONSHIP
CITY AND STATE (ZIP)		HOW LONG KNOWN	
NAME		OCCUPATION	BUSINESS PHONE ( )
HOME ADDRESS	HOME PHONE ( )	TITLE	RELATIONSHIP
CITY AND STATE (ZIP)		HOW LONG KNOWN	

(CONTINUE ON PAGE 4)

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REFERENCES (Office Use Only)

VERIFY all Employment History information listed, i.e. employment dates, duties, wage, reason for leaving. If different from application please explain in comment section.

Company and/or person contacted:
1. How would you rate their ability to work with customers?
2. How did they get along with Supervisors and fellow employees?
3. Were they a team player?
4. Were they reliable, dependable and prompt?
5. Did they leave voluntarily? Involuntarily? 6. Would you rehire?
7. Would you care to make any other comments?

Comments:

Company and/or person contacted:
1. How would you rate their ability to work with customers?
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7. Would you care to make any other comments?

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Comments:

Company and/or person contacted:
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3. Were they a team player?
4. Were they reliable, dependable and prompt?
5. Did they leave voluntarily? Involuntarily? 6. Would you rehire?
7. Would you care to make any other comments?

Comments:

PERSONAL OR BUSINESS REFERENCES (Office Use Only)

1. How long have you known this person? 2. Are they reliable/dependable?
3. How would you describe this person? 4. Do they have any shortcomings?
5. What can you tell us that would be helpful in making a hiring decision?

1. How long have you known this person? 2. Are they reliable/dependable?
3. How would you describe this person? 4. Do they have any shortcomings?
5. What can you tell us that would be helpful in making a hiring decision?

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SUPPLEMENTAL INFORMATION

1. PayLess Drug Stores is a people business with customer service and satisfaction as one of its primary goals. What does superior customer service mean to you?
2. Our goal is to provide service that keeps our customers returning. What can you do to contribute in this regard?
3. The contact you have with each and every customer is referred to as the "moments of truth". What are the potential results that can come from any given customer contact?
4. If you were faced with a disgruntled customer, how would you handle the situation?
5. What do you think should be done about an employee who is not doing a fair share of the work?
6. Why do you want this job and how does it fit in with your future plans?
7. What did you like best about your last job?
8. What did you like least about your last job?
9. Think back to the supervisor that you have had in the past. Which one did you like the best and why?
10. What supervisor had a management style you did not agree with and why?
11. What do you think should be done about an employee who steals or uses drugs, even just a little?

Have you ever been convicted of any felony; or any criminal offense involving dishonesty or breach of trust (including embezzlement, forgery, or shoplifting)? ☐ Yes ☐ No	If yes, please explain:

Only U.S. citizens or aliens who have a legal right to work and remain permanently in th[illegible].S. are eligible for employment at PayLess Drug Stores. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? ☐ Yes ☐ No

Is any additional information relative to change of name, use of assumed name, or nickname necessary to verify the information in this application?
☐ Yes ☐ No If yes, please list information.

If under the age of 18 can you supply proof of age and/or work permit?
☐ Yes ☐ No ☐ Not applicable

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PLEASE COMPLETE INSIDE PAGES 2 & 4

ADDITIONAL EXPERIENCE OR QUALIFICATIONS

List any other experience, skills or other qualifications including hobbies, which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service which you would like considered in connection with your application for employment.

ATTENDANCE AND PUNCTUALITY INFORMATION

Consistent attendance and punctuality are essential requirements of every job with PayLess Drug Stores. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job at PayLess Drug Stores? ___ Yes ___ No

If "Yes", please explain. ______________________

Is there any aspect of the job which you are applying for that you can not perform or may need accomodations to perform! If "yes", please explain. ______________________

IN CASE OF EMERGENCY, PLEASE NOTIFY

NAME	HOME ADDRESS	HOME PHONE ( )
RELATIONSHIP	WORK ADDRESS	WORK PHONE ( )

APPLICATION DRUG SCREEN ADVISEMENT

ALL APPLICANTS: As part of the application process, and because of PayLess' Drug Stores commitment to provide a safe and healthy working and shopping environment, PayLess Drug Stores requires *all* job applicants to submit to a drug screen. In addition, if hired, during your probationary period, PayLess may request, for any reason, that you submit to another drug screen. (If you are 18 years of age or older, you may stop reading.)

PERSONS UNDER THE AGE OF 18: If you are a minor (under the age of 18) you are required to have this form signed by a parent or legal guardian and please bring to the collection site.

______________________ consent to having ______________________

(Parent or legal guardian's name) (Minor's full name)

submit to a pre-employment drug screen, and upon his/her employment, to any drug screen that may be required pursuant to PayLess' Drug Stores substance abuse standards.

______________________ ______________________

Parent or legal guardian's signature Date

NOTIFICATION AND AGREEMENT

PLEASE READ BEFORE SIGNING

I CERTIFY THAT THE FACTS AND INFORMATION SET FORTH IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

It is the policy of PayLess Drug Stores to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, national origin, marital status, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Viet Nam era, and individuals with a disability.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between PayLess Drug Stores or myself for either employment or the providing of any benefit. I understand and agree that if I am offered and accept a position, my employment may be terminated, with or without cause, and with or without notice, at any time, at the discretion of either the company or myself. I also agree to conform to all existing and future company rules and regulations and I understand that the employer reserves the right to change wages, hours, and working conditions as deemed necessary.

I understand that if PayLess Drug Stores offers me employment, I may be asked to submit to a physical examination, the results of which will be given to PayLess Drug Stores. I understand that this examination may include alcohol and drug screening and I hereby agree to submit to said physical examination and any screening which may be incorporated in that examination.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

______________________ ______________________

DATE SIGNATURE OF APPLICANT

Form #HR-6 Revised 4/25/92

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EQUICOR

EQUITABLE HCA CORPORATION

APPLICATION FOR EMPLOYMENT

EQUITABLE HCA CORPORATION AS AN EQUAL OPPORTUNITY EMPLOYER DOES NOT DISCRIMINATE AGAINST ANY APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS.

NAME (PRINT) ______ LAST NAME ______ FIRST ______ MIDDLE INITIAL ______ TELEPHONE NO. ______ (AREA CODE)

PRESENT ADDRESS ______ NUMBER ______ STREET ______ CITY ______ STATE ______ ZIP CODE

ARE YOU UNDER 18 YEARS OF AGE? ☐ YES ☐ NO SOCIAL SECURITY NO. ______

TYPE OF WORK DESIRED ______ ☐ FULL TIME ☐ OTHER, INDICATE HOURS DESIRED ______

SALARY EXPECTED ______ IF ACCEPTED, WHEN CAN YOU START ______ DATE

HOW DID YOU LEARN ABOUT THE EQUICOR? ______

IF YOU ARE AN ALIEN WITHOUT PERMANENT IMMIGRANT STATUS, DOES YOUR VISA PERMIT YOU TO ACCEPT EMPLOYMENT? ☐ YES ☐ NO

EDUCATION	MAJOR COURSE OF STUDY	DIPLOMA DEGREE OR CREDITS EARNED	OVERALL GRADE AVERAGE
HIGH SCHOOL Name ______ Location ______			
BUSINESS OR TECHNICAL SCHOOL Name ______ Location ______			
JUNIOR/COMMUNITY COLLEGE Name ______ Location ______			
COLLEGE Name ______ Location ______			
GRADUATE SCHOOL Name ______ Location ______			

DESCRIBE ANY SCHOLARSHIPS OR HONORS YOU RECEIVED (those which would disclose race, color, religion, national origin, age, sex, or physical handicaps need not be provided.)

______

______

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OFFICE SKILLS

TYPING SPEED________W/P/M STENOGRAPHY SPEED________W/P/M WORD PROCESSING ________________

EMPLOYMENT HISTORY

BEGINNING WITH PRESENT OR LAST EMPLOYER, LIST FULL-TIME OR PART-TIME POSITIONS. INCLUDE U.S. MILITARY SERVICE.

FROM	COMPANY NAME AND ADDRESS	SALARY
TO	TELEPHONE NO. SUPERVISOR	REASON FOR LEAVING
YOUR JOB TITLE AND DUTIES		

FROM	COMPANY NAME AND ADDRESS	SALARY
TO	TELEPHONE NO. SUPERVISOR	REASON FOR LEAVING
YOUR JOB TITLE AND DUTIES		

FROM	COMPANY NAME AND ADDRESS	SALARY
TO	TELEPHONE NO. SUPERVISOR	REASON FOR LEAVING
YOUR JOB TITLE AND DUTIES		

VOLUNTEER WORK

DESCRIBE ANY TYPE OF VOLUNTEER WORK YOU HAVE PARTICIPATED IN OR ARE CURRENTLY PARTICIPATING IN (THOSE WHICH WOULD DISCLOSE RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, PHYSICAL HANDICAPS NEED NOT BE PROVIDED).

____

____

____

INFORMATION SUBMITTED ON THIS APPLICATION WILL BE USED TO CONSIDER THE APPLICANT FOR EMPLOYMENT. APPLICATIONS ARE RETAINED IN ACTIVE STATUS FOR 2 MONTHS.

I authorize and request any and all of my employers, school officials or others listed by me to furnish to Equitable HCA Corporation or any agent acting on its behalf, information about my employment/academic record (including reasons for termination of my employment, work performance and salary).

I certify that the information which I have given in this application is correct and complete. I understand that any false statement, omission or misrepresentation may lead to the rejection of my application or to my dismissal from employment.

I understand and agree that my employment is for no definite period and may be terminated at any time by me or by Equitable HCA Corporation, with or without cause and without any previous notice.

________________ DATE

________________________ SIGNATURE

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APPLICATION FOR EMPLOYMENT

LAST

FIRST

MIDDLE

PERSONAL INFORMATION

DATE

SOCIAL SECURITY NUMBER

NAME
LAST FIRST MIDDLE

PRESENT ADDRESS
STREET CITY STATE ZIP CODE

PERMANENT ADDRESS
STREET CITY STATE ZIP CODE

PHONE NUMBER ( )

IF RELATED TO ANYONE IN OUR EMPLOY STATE NAME AND DEPARTMENT (OMIT NAME OF SPOUSE)

REFERRED BY

EMPLOYMENT DESIRED

POSITION

DATE YOU CAN START

SALARY DESIRED

ARE YOU EMPLOYED NOW?

IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO THIS COMPANY BEFORE?

WHERE?

WHEN?

EDUCATION

	NAME AND LOCATION OF SCHOOL	GRADUATED? YES	GRADUATED? NO	MAJOR SUBJECTS	AVERAGE GRADES
GRAMMAR SCHOOL					
HIGH SCHOOL					
COLLEGE					
TRADE BUSINESS OR CORRESPONDENCE SCHOOL					

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

ACTIVITIES: CIVIC, ATHLETIC, ETC.
(EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, SEX, MARITAL STATUS, AGE, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.)

(CONTINUED ON OTHER SIDE)

REDIFORM 9G 285 (REVISED) 1/88

APPLICATION FOR EMPLOYMENT

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FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, BEGINNING WITH PRESENT OR MOST RECENT.)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES (GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	YEARS AQUAINTED

IN CASE OF EMERGENCY NOTIFY

NAME

ADDRESS

PHONE NUMBER

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

DATE SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY DATE

REMARKS:

NEATNESS

ABILITY

HIRED FOR DEPT. POSITION WILL REPORT SALARY WAGES

APPROVED: 1 2. 3

EMPLOYMENT MANAGER DEPARTMENT HEAD GENERAL MANAGER

Take your record of employment history to make sure that you write all the details of your former employers correctly. If an employer who is thinking about hiring you makes one call to verify your employment history and the number is incorrect, he or she will put your application form straight in the trash can!

* * * * * *

REMEMBER! WHEN YOU FILL OUT AN APPLICATION FORM, ALWAYS.....

1. Write in pen - **never** in pencil.
2. Ask for an extra copy so that you can start again if you make a mistake.
3. Check your spelling. If you prepare the information in advance, you will be less likely to make a mistake.
4. Fill out **every** section of the form. If you leave a blank, the employer may think that you forgot to read that section. If you have nothing to write in that section, put N/A. This means **not applicable**. You are telling the employer that you have read that section, but you do not need to write anything there.
5. **Write clearly.** If the employer has to work very hard to read your application form, he or she will throw it away!
6. Follow the directions on the form. If it asks for employment history with most recent job first, make sure that is what you do. If you do not follow directions, you are telling the employer immediately that you cannot follow directions. He or she does not want to employ someone who cannot follow directions!
7. Try not to use the words **fired** or **laid-off** without an explanation.
8. When you think you have finished, read the application form to make sure that you have not forgotten anything.
9. If you are sure that everything is complete and correct, sign and date it!

REMEMBER!

REMEMBER!

The application form is your first introduction to the employer. If the application form is incorrect, messy, written in pencil, or incomplete, the employer will not even think about hiring you. This is your opportunity to show the employer what you can do. Don't waste it!

REMEMBER!

If you do not have work experience in this country, list the work experience you have in your own country or in the refugee camps. This is important experience, but you **must** present it in a way that the employer will understand. For example, if you worked as a translator for JVA in Phanat Nikhom, you need to explain exactly what that means. Most employers have no idea what JVA is, or what Phanat Nikhom is. If you write "Translator - Lao/English for U.S. Embassy in Thai refugee camp", the employer will understand very clearly what you did and who you worked for.

REMEMBER!

The employer is reading the application form to find out what you can do. He or she wants to know if you will be able to do the job. Make sure the application form shows how good you are!

APPLICATION FORM ASSIGNMENT

Are you ready to try filling out an application form? Choose one from the book and fill it out. Try this one in pencil because you will probably make lots of mistakes at first. But remember! When you fill one out for an employer, it must be in pen. Make sure you understand all the instructions and ask for help if you are not sure. Good luck!

TEST YOUR VOCABULARY!

APPLYING FOR A JOB

Match the following words with the correct definition:

1. Verify
2. References
3. Convicted
4. Recent
5. Acquainted
6. Available
7. Felony
8. Position
9. Physical limitations
10. Employment history

a. How long you have known someone
b. Make sure that it is true
c. This could describe a disability
d. Work done in the past
e. Found guilty of a crime
f. People who can give professional information about you to a future employer
g. Job title
h. Something that happened a short time ago
i. Free to start work
j. Serious crime

RESUMES

Resumes Show People What You Can Do!

Soyasith Sihavong
9171 E. White
Fresno, CA 93727
(209) 225-6778

Job Objective: Seeking position in a restaurant with training opportunities.

Experience: Six months experience as a school office aide - checking games, sports equipment, and musical instruments in and out; taking inventory, cleaning and maintaining the activity room.

Education: Four years of English language classes, six months of GED preparation classes.

Skills: I can:

- Clean and maintain facilities
- Keep records of equipment
- Organize equipment efficiently
- Type 30 WPM
- Work well with large groups of people
- Fix broken sports equipment

Other abilities: I have a valid California driver's license. I have basic word processing skills (WordPerfect); I have very good manual skills; I know how to make traditional Lao silver jewelry. I am good with people and I am hard working and ambitious.

Pao Xiong
1245 N. Elm Street #225
Fresno, CA 93727
(209) 233-4971

Job Objective: Seeking position as a stock clerk.

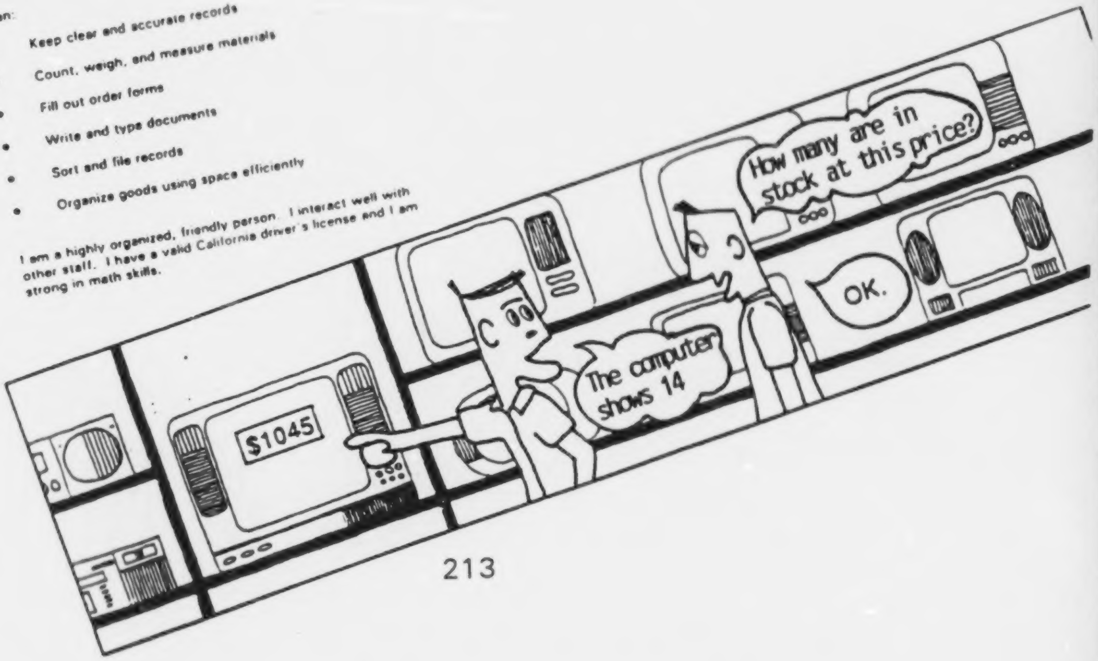
Experience: Four years of checking medical supply inventory, keeping records of all incoming and outgoing pharmacy goods.

Education: Currently pursuing my High School Diploma

Skills: I can:

- Keep clear and accurate records
- Count, weigh, and measure materials
- Fill out order forms
- Write and type documents
- Sort and file records
- Organize goods using space efficiently

Other Abilities: I am a highly organized, friendly person. I interact well with other staff. I have a valid California driver's license and I am strong in math skills.


$1045
The computer shows 14
How many are in stock at this price?
OK.

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TARGET VOCABULARY
RESUMES AND PERSONAL INFORMATION SHEETS

These are some of the vocabulary words you will see in this unit. Try to guess the meaning of the words from the sentence. Do not worry if you do not understand the exact meaning of every word. Just try to get an idea of the meaning. The last exercise in this unit will give you some practice in using the words.

1. Suitable
2. Relevant
3. Sell yourself!
4. Goal
5. Long term
6. Section
7. Research
8. Abilities
9. Objective
10. Goods
11. Services
12. Produce
13. Equipment
14. Materials
15. Purpose
16. Inventory
17. Recent
18. Formal
19. Hire
20. Valid

RESUMES AND PERSONAL INFORMATION SHEETS

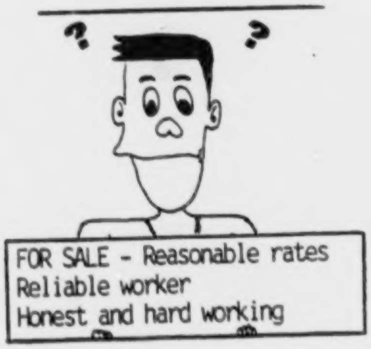
When you go to a job interview, it is often a good idea to give the employer more information about yourself. You can do this by preparing a personal information sheet or a resume.

REMEMBER! ***The employer is interested in what you can do, not what you cannot do.***

You can use your personal information sheet or resume to show how your past experience makes you a suitable person to do the job. Ability is very important in the United States. If you describe your past experience in a way that is relevant to the job you are applying for, you will help the employer to believe that you can do the job well.

REMEMBER! You must have a clear idea of what you want to do and why. You must be able to show the connection between what you want to do and your skills and abilities.

Many people who do not have work experience in the United States think that it is impossible to get a job here. THIS IS NOT TRUE. Employers are willing to hire people who know how to work hard and sell themselves. Writing a good personal information sheet or resume is part of selling yourself to an employer.



Imagine that you are trying to sell a car to someone. You are writing a letter to tell him about the car. You know that he has four children, he likes to go fishing, and that he does a lot of driving around California. What kind of things would you tell him about the car? Would you think about his needs? Would you think about what kind of car he wants? Would you tell him any of the bad things about the car?

Work with a partner and write down five things you would tell the car buyer about your car. Be ready to explain to the rest of the class why you are telling him these things.

MY CAR

1.

2.

3.

4.

5.

RESUMES AND PERSONAL INFORMATION SHEETS

Why are personal information sheets and resumes important?

Can you use the same resume or personal information sheet for every job?

Why?

What is the most important thing that an employer wants to see on a resume or personal information sheet?

What does "selling yourself" to the employer mean?

TIMELINE!

Where do you want to be one year from now? Five years from now? Ten years from now? Twenty-five years from now? Trying to answer these questions is part of goal setting. It is very important to have future plans if you want to be in control of your own life. Plan your future! Fill out the table below to show the things that you plan to do in the future. Begin with where you are now.

Name:

Date: 1996

Living in:

Number of children:

Job:

Education:

Other significant changes:

Name:

Date: 1997

Living in:

Number of children:

Job:

Education:

Other significant changes:

Name:

Date: 2001

Living in:

Number of children:

Job:

Education:

Other significant changes:

Name:

Date: 2006

Living in:

Number of children:

Job:

Education:

Other significant changes:

Name:

Date: 2021

Living in:

Number of children:

Job:

Education:

Other significant changes:

Is it hard to think about the future? Most people only want to think about next year, but if you are going to be successful in the future, you must be able to make long term plans.

RESUMES AND PERSONAL INFORMATION SHEETS

Do you think that application forms and resumes have the same information? Look at the examples of resumes on the next pages. Compare them with the application forms you have been filling out. What is the same? What is different? Which section of a resume is most important?

Pao Xiong is a Hmong refugee. He has been living in this country for seven years. He does not have any United States work experience. For four years he worked in the hospital in Ban Vinai refugee camp. He wants to apply for the job of stock room clerk because his experience in his job in Thailand gave him many of the skills that he will need to be a stock room clerk in this country.

Pao did some research to find out what kind of work he can do. He already has some good skills and training which he can use to help him to get a job. Most employers are willing to train stock room clerks if they show that they have the basic abilities to do the job.

Pao Xiong
1245 N. Good Job Street #225
Fresno, CA 93727
(209) 222-4444

Job Objective: Seeking position as a stock clerk.

Experience: Four years of checking medical supply inventory, keeping records of all incoming and outgoing pharmacy goods.

Education: Currently pursuing my High School Diploma

Skills: I can:

- Keep clear and accurate records
- Count, weigh, and measure materials
- Fill out order forms
- Write and type documents
- Sort and file records
- Organize goods using space efficiently

Other Abilities: I am a highly organized, friendly person. I interact well with other staff. I have a valid California driver's license and I am strong in math skills.

Soyasith Sihavong is a Lao refugee. He used to live in Napho Camp in Thailand. When he was in Napho, he was a silver smith. He made traditional Lao silver jewelry which he sold to Thai traders who came to the camp to buy it. He would like to have his own business one day, and he knows that he must save some money first.

He is looking for a job in a restaurant because his counselor and job specialist have told him that restaurants often have flexible hours so that he can go to school and take some business courses at the same time. It is also possible to get some good training for supervisor and management positions when you work in a restaurant. Soyasith does not want to work in a restaurant for the rest of his life, but he thinks that it will give him some good experience and will help him to reach his goal.

Soyasith Sihavong
9171 E. Better Job Street
Fresno, CA 93727
(209) 555-6666

Job Objective:

Seeking position in a restaurant with training opportunities.

Experience:

Six months experience as a school office aide - checking games, sports equipment, and musical instruments in and out; taking inventory, cleaning and maintaining the activity room.

Education:

Four years of English language classes; six months of GED preparation classes.

Skills:

I can:

- Clean and maintain facilities
- Keep records of equipment
- Organize equipment efficiently
- Type 30 WPM
- Work well with large groups of people
- Fix broken sports equipment

Other abilities:

I have a valid California driver's license. I have basic word processing skills (WordPerfect); I have very good manual skills; I know how to make traditional Lao silver jewelry. I am good with people and I am hard working and ambitious.

Before you begin to write your own resume, you must do some research on the job you are going to apply for so that you can make your resume relevant.

Use the Job Box and your application forms to research a suitable job. Think about your past experience and the skills that it has given you. When you have an idea of a Job Objective, discuss your choice with a partner. Be ready to tell him or her why you have chosen that job, what kind of experience you have that is relevant to that job, and why you think you can do that job well.

Job Objective: ____________________

Why did you choose this job? ____________________

____

____

____

What relevant experience do you have? ____________________

____

____

____

____

____

Why do you think you can do this job well? ____________________

____

____

____

____

____

If you can answer your partner's questions well, you are ready to start writing your "I can" resume.

REMEMBER! Describe WHAT you did: What did you work on?
What goods or services did you produce?
Describe HOW you did it: What equipment did you use?
What method?
With what materials?
Describe WHY you did it: What was the purpose?
Describe HOW MANY: The number you made/counted, filed
The speed you did it

REMEMBER! Always put your most recent job or education **FIRST!**
Make sure that the spelling of everything is correct.

REMEMBER! If you do not have formal education in this country or if your education is not relevant to the job, it is O.K. to leave the education section blank. This is a very simple resume, or personal information sheet, to help you show the employer what you can do. As you get more work experience and education, you may want to prepare a more complicated kind of resume with more information about exactly where your work experience took place. The good thing about the "I can" resume is that everyone can do it. It is helpful to everyone who is looking for a job, and it is helpful for employers who are looking for the right person to hire.

"I CAN" RESUME (SUGGESTED FORMAT)

Name
Street, Address
City, State, and Zip Code
Area Code and Phone number

Job Objective:

Experience:

Education:

Skills:

I Can:

Other Abilities:

Job Objective:

Experience:

Education:

Skills:

I Can:

Other Abilities:

GRAMMAR PRACTICE!

Modal Auxiliary Verbs
- Can - Could -

Can and **could** are modal auxiliary verbs. We cannot use them in the same way as other verbs. For example, they do not have an infinitive form. When two verbs appear in the same sentence, the second one is often in the infinitive form.

I	want	to see	him.
	(1st verb)	(2nd verb)	

In a simple sentence, it is easy to use the modal auxiliary verb can, i.e.: I can drive. But what happens if we want to make can the 2nd verb in the sentence? Can we say: "I want to can drive?" No! If we want to use the idea of "can" as the 2nd verb in a sentence, we must use a completely different group of words, i.e. "I want to be able to drive."

This is one of the reasons why the modal auxiliary verb can is special.

What about if we want to put the sentence into the past tense? Can we say: "I canned drive?" No!

Can we say: "I could drive?" BE CAREFUL!

Is this always the past tense? What about this sentence: "I could drive to your house if I find my keys." Is this the past tense? How would you describe the idea in this sentence? What about this sentence: "I could drive to your house tomorrow evening.' Is this the past tense? How would you describe the idea in this sentence?

Sometimes "could" is used as the past tense of "can", but ONLY when you are talking about a situation or an action in general in the past, i.e.: She could drive very well before the accident." If you want to talk about a certain thing on one occasion, you cannot use could as the past tense of can; you must use a different phrase.

I can drive her to the market today. (Present)

I was able to drive her to the market yesterday. (Past)

The battery is almost dead, but I can drive the car to the airport. (Present)

The battery was almost dead, but I managed to drive the car to the airport. (Past)

If the sentence is negative, you can use "couldn't" in both situations - actions in general and a certain action on one occasion:

She couldn't drive very well before the test (general action)

I couldn't drive her to market yesterday (one certain action on one occasion).

Could is also a conditional word. We can use it with the word "if" to talk about possibility.

I could drive to work if I had my own car.

We could drive to her house if you find her address.

You could drive into someone if you don't keep your eyes on the road!

Remember! The general meaning of can and could is connected with the idea of freedom. If you say that you can do something, you mean that there is nothing to stop you from doing it if you want to. You are strong enough, or you have learned how to do it, or you have been given permission, or it is physically possible. You are free to do it. If you say that something can or could happen, you mean that it is possible.

And remember! When we talk about he, she, or it with the modal auxiliary verb can, we do not need to put "s" - He can drive.

TEST YOUR VOCABULARY!

RESUMES AND PERSONAL INFORMATION SHEETS

Choose words from the target vocabulary listed below to complete the following sentences:

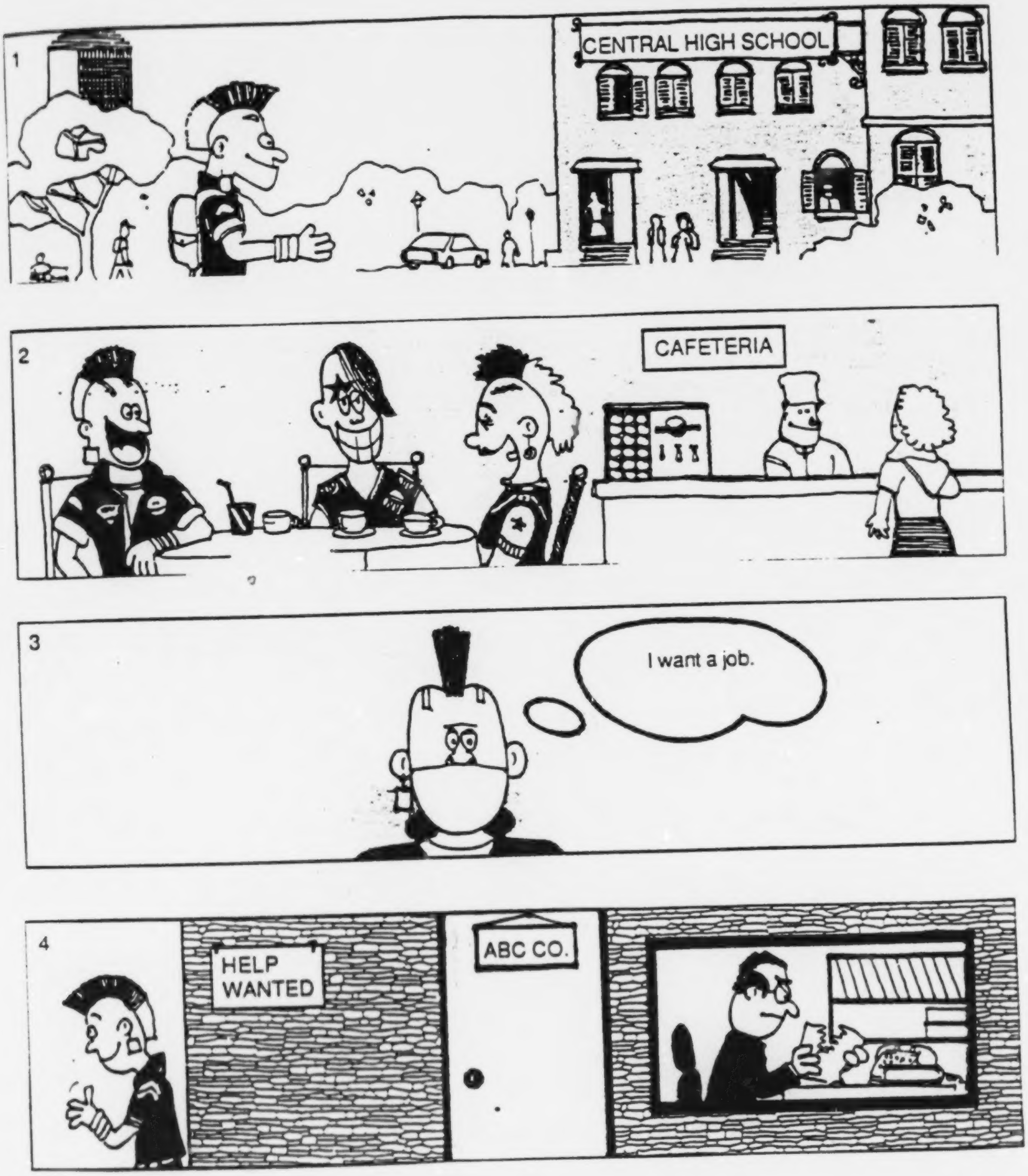
Preparing a good resume or personal information sheet is a very effective way to __________ __________. If you want an employer to __________ you, you must show him or her that you have a clear idea of your __________ __________ goals. It is important to include all the information that is __________ to the job you are applying for. You want the employer to understand what kind of __________ you have and why you are a __________ person for the job. This means that you must do some __________ on the kind of __________ or __________ that are produced at the place you are applying to work. This will help you to write a resume or personal information sheet that will be appropriate for the kind of work you are applying for. Remember to describe the details of the work you have done in the past, for example: list the kind of __________ you know how to use and the kind of __________ you know how to use and the kind of __________ you have worked with. Be as accurate as you can. Remember that the __________ of the resume or personal information sheet is to show the employer why he or she should hire you.

---

relevant
suitable
goods
purpose
hire
services
equipment
long term
sell yourself
abilities
research
materials

JOB INTERVIEWS

THE WAY YOU DRESS SAYS A LOT ABOUT HOW MUCH YOU REALLY WANT THE JOB!


1
CENTRAL HIGH SCHOOL
2
CAFETERIA
3
I want a job.
4
HELP WANTED
ABC CO.

TARGET VOCABULARY
JOB INTERVIEWS 1

These are some of the vocabulary words you will see in this unit. Try to guess the meaning of the words from the sentence. Do not worry if you do not understand the exact meaning of the word. Just try to get an idea of the meaning. The last exercise in this unit will give you some practice in using the words.

1. Nervous
2. Relevant
3. Salary
4. Preparation
5. Practice
6. Ready
7. Improve
8. Interested
9. Recommendations
10. Previous
11. Permanent
12. Temporary
13. Abilities
14. Revoked
15. Supervisor
16. Fail
17. Appearance
18. Confident
19. Goals
20. Enthusiasm

THE INTERVIEW

Interviewing for a job is a very difficult thing to do. Many people in the United States get very nervous when they have to go to a job interview. Interviewers can ask some of the most difficult questions you will ever have to answer. For example: what do you think the interviewer wants to know if she says this?

"Tell me a little bit about yourself."

Does the interviewer want to know:

a. What country you come from.
b. About your education.
c. Work history.
d. How your past experience is relevant to this job.

"Why do you want to work here?"

How would you answer this question?

a. "It's close to my house."
b. "My friend works here and he really enjoys it."
c. "I found out a little bit about this job and I think I have the kind of skills to do it well."
d. "The wages are better here than at other places."

"Why should I hire you?"

Which is the best answer to this question?

a. "You can hire me and see if I can do the job well after one week."
b. "I need to make good money because I have a large family and this job gives me the chance to earn a good salary."
c. "I really want to work here. I am interested in this kind of work, and I

know that I would work hard and do my best. I learn fast and I am not afraid to ask questions if I do not understand."

d. "You should hire me because I have training and I am very good at this work. I know that I am one of the best employees you will ever have."

Was it easy to choose the best answer to these questions? Do you think you would be able to answer these kinds of questions if you were in an interview? When you are nervous, it is easy to forget all the answers you have prepared. But the more preparation you do, the more practice you have, the better chance you will have of being able to show the employer why she will be happy she employed you. **NEVER** go into an interview if you do not know about the job, the place you will be working if you get the job, and why you are a good person to do that job. If you are not clear about these things, you will be wasting your time and also the interviewer's time.

Look at this list of questions. These are questions that are asked most often in interviews. You should be ready to answer any and all of these questions. Work with a partner. Decide what kind of job you are interviewing for and tell your partner. Take it in turns to ask each other a question. Imagine that you are an employer. Would you give your partner a job? If you think his answers are not good, tell him why. See if you can improve the answer together.

THE FIFTEEN QUESTIONS MOST OFTEN ASKED AT INTERVIEWS

1. In what type of position are you most interested?
2. Why do you want to work here?
3. What jobs have you held and why did you leave?
4. What do you know about this company/job?
5. What are your ideas on salary?
6. Why do you want this kind of job?
7. Can you get recommendations from previous employers?
8. What interests you about this job?
9. Are you looking for a permanent or a temporary job?
10. How long do you expect to work?
11. Do you have any special abilities you want to tell me about?
12. Have you ever had your driver's license revoked?
13. Why should we hire you for this job?
14. How do you feel about working with a supervisor who is much younger than you?
15. Tell me a little about yourself.

Brainstorm!

How would you answer these questions? Write it down!

TEN WAYS TO FAIL A JOB INTERVIEW!

1. **BEING LATE FOR THE INTERVIEW.**
   Most employers report if someone interviewing for a job arrives late, they lose **ALL** chance of getting that job - **even if they have a very good excuse.** Interviewers do not want to hear about how the car broke down, or the alarm clock didn't go off. Being late is a sign that you are irresponsible. Plan to arrive at your interview at least ten minutes early.

2. **POOR PERSONAL APPEARANCE.**
   The first impression is very important. Never go to an interview with dirty or unironed clothes. Your hair should be clean and neatly combed. Do not use too much perfume or after shave!

3. **BEING OVER OR UNDER CONFIDENT.**
   Interviewers do not like people who think they know everything. If you are too aggressive in the interview, an employer will be worried about how you will get along with co-workers. If you are under confident, do not make good eye contact, and do not ask any questions, the employer may think that you are not telling the truth. Be friendly, open, and admit it if you do not understand something.

4. **SPEAKING UNCLEARLY.**
   Perhaps your English is very good but your pronunciation is unclear. If you do not pronounce your words clearly, the interviewer may think that you have problems communicating in English. Maybe you understand everything that the interviewer says to you, but if he cannot understand you easily, he will assume that communication is going to be a big problem for you on the job.

5. **NO CAREER GOALS.**
   If you cannot explain clearly to the employer what you want to do in two and ten years from now, she will hesitate to hire you. Employers like people who know where they are going. If you seem unsure of why you want to do that job, why should an employer give you a chance?

6. **LACK OF ENTHUSIASM.**
   Perhaps this means you have a bad attitude. An employer wants to see that you are really interested in the job. If you cannot get excited about doing the job, you should not interview for it.

7. **FAILURE TO MAKE EYE CONTACT.**
   Employers in the United States think that you are trying to hide something if you do not look them straight in the eye. Making eye contact in this country shows the person you are talking to that you are interested and that you want them to listen to what you are saying.

8. **UNCERTAINTY.**
It is usually not a good idea to answer any question in an interview by saying, "I don't know." You should think about the job and why you want it before you go into the interview. You should think about the kind of questions the employer will probably ask you, and prepare your answers in advance.

9. **BEING IMPOLITE.**
You should always shake hands if the employer offers to do so. Do not forget to say thank you when asked to have a seat, and if you want the interviewer to repeat a question, always remember to say please.

10. **SAYING BAD THINGS ABOUT THE PLACE YOU WORKED BEFORE.**
If you do this, the interviewer will wonder what you are going to say about her after you leave. Employers like to be able to trust their employees. If you say bad things about your old employer, the new interviewer will question your loyalty.

INTERVIEWING PROCESS

FACT: THE AVERAGE INTERVIEW LASTS 15 MINUTES. A DECISION IS MADE WITHIN THE FIRST FOUR MINUTES. 68% OF THE TIME, THE DECISION WILL NOT CHANGE THROUGH THE REMAINDER OF THE INTERVIEW, REGARDLESS OF WHAT IS SAID.

I. INITIAL PHASE
  A. VISUAL CONTACT
    1. APPEARANCE
    2. INTRODUCTION
  B. PHYSICAL CONDUCT
    1. HANDSHAKE

II. SECOND PHASE
  A. QUESTIONS
    1. WHAT KIND OF PERSON? WORK ETHIC? HOW IS STRESS HANDLED? HOW ARE THOUGHTS ORGANIZED?
    2. RESPONSES MUST INCLUDE INFORMATION ABOUT:
      WHO AM I?
      WHAT CAN I DO FOR THEM?
      WHAT WILL I COST/WHAT WILL YOU GAIN?

III. FINAL PHASE
  A. ENDING THE INTERVIEW
    1. LEAVING THE RESUME/PERSONAL INFORMATION SHEET
  B. FOLLOW-UP

APPEARANCE

FACT: The interviewer gets his/her **first impression** from your appearance. If your appearance is bad, this may be enough to lose the job before you even speak.

A. WHAT IS A GOOD APPEARANCE?

CLEAN

1. FRESHLY BATHED; CLEAN HAIR; FRESHLY SHAVED; MODERATE MAKE-UP
2. CLEAN, PRESSED CLOTHES; CLEAN SHOES

DO NOT:

Wear dirty or messy clothes
Wear tennis shoes
Wear white socks
Wear an open shirt
Have bad breath
Have greasy hair
Wear heavy makeup
Smoke
Chew gum
Wear shorts or jeans

DO:

Shave
Wear a plain shirt, one color
Wear dark colored socks
Brush your teeth
Comb your hair
Wear sensible shoes
Cover tattoos with a band-aid
Make sure your nails are clean and trimmed

B. WHY IS APPEARANCE SO IMPORTANT?

Would you want to order food from a dirty waiter or waitress?
Would you want to talk about a serious problem with someone wearing shorts and a tank top in an office?
Would you want to work with someone who had bad breath and greasy hair?
Would you want to give a report to someone to file or copy if they had dirty hands and nails?

DOs AND DON'TS OF JOB INTERVIEWING!

Select a word from the bottom of the page to fill out the blanks in each sentence.

1. **Don't** be late for an interview. Always arrive at least ten minutes __________________.
2. **Do** remember to _____________ your hair and _____________ your finger nails before the interview.
3. **Don't** forget to _____________ hands at the end of the interview.
4. **Do** maintain good eye _____________ with the interviewer at all times during the interview.
5. **Do** be polite and remember to say __________ and __________.
6. **Don't** forget to __________ the questions you think will be asked in the interview.
7. **Do** sit up straight in your chair and use your body language to show the interviewer that you are __________ in the job.
8. **Do** speak clearly and __________ during the interview.
9. **Don't** chew __________ or __________ during the interview.
10. **Do** dress appropriately for the interview. Make sure that your clothes are __________ and neatly ironed.
11. **Do** sell yourself at the interview, but do not be over __________.

interested
practice
comb
early
please
gum
smoke
slowly
clean
confident
thank you
shake
contact
clean

GRAMMAR PRACTICE!

IMPERATIVES

The foreman at the Delta packing plant must make sure that all jobs are done properly. He does not want there to be any accidents. He gives orders to the workers. He is not being impolite, he must give orders so that the workers understand that it is very important that they follow his directions.

1. **Blia and Pao, move those boxes into the warehouse!**
2. **Somsak, make a list of all the trucks that have mechanical problems by 2:30 pm!**
3. **Prasath, Toua, and Ger, prepare the order for ABC company. They will pick it up in half an hour!**

In the first sentence, how many people is the foreman speaking to?

____

How many people is he speaking to in the second and third sentence?

Second:____________ Third:____________

What action verbs does the foreman use to give his orders? For example, in the first sentence, he uses the verb "to move".

What verb does he use in the second sentence?____________

What verb does he use in the third sentence?____________

Remember that the name of a verb is called the *infinitive*. The *infinitive* form of a verb always has "to" with it.

When you want to give an order, you must use the infinitive form of the verb without "to". It does not matter how many people you are talking to. This is called an *imperative.*

Sometimes, imperatives are single words. For example: **STOP! WAIT!**

We also use imperatives to make suggestions and to encourage people to do things. For example:
Come and see me again soon.
Take care of yourself.

Look at the following sentences. How would you change them to make them negative? For example:

Lift that box! . . . . **Don't lift that box!**

Mai and Seng, come here! . . . . ______________________________

Call me in the morning . . . . ______________________________

Open the mail . . . . ______________________________

Shut the door, Blong! . . . . ______________________________

It is very easy to make imperative sentences negative! It is always the same; it doesn't matter how many people you are talking to.

Write five imperative sentences and then make them negative.

Imperative sentences:

1.

2.

3.

4.

5.

Negative imperative sentences:

1.

2.

3.

4.

5.

TEST YOUR VOCABULARY!

Select words from your target vocabulary list for this unit to complete the following sentences.

1. Blia had never had an interview in the United States before. He felt very ____________________.

2. Teng did not make very good eye contact during the interview because he felt uncomfortable looking directly at the interviewer. He thought he was being polite, but the interviewer thought that he was not very i____________________ in the job.

3. Khamsavang asked his American friends to help him prepare for his interview. By the time he went to the interview, he had a lot of ____________________ and he was ready for the questions he was asked.

4. Chita had good work experience. Her English skills were excellent and she had a good attitude, but she woke up late the day of the interview and did not dress neatly for the interview. The interviewer was disappointed with her ____________________.

5. Phoukong really wanted the job at the warehouse because of his plan to become a business manager. He did not explain his g____________________ or show his e____________________ to his interviewer who thought that Phoukong did not have any long term plans.

6. Blong did not listen carefully to the interviewer's questions, so his answers were not ____________________. The interviewer thought that he had a communication problem.

7. Maysee had nineteen interviews before she got a job. She did not get discouraged. She said that each time she failed an interview, it gave her good experience and the opportunity to ________________ her interview skills.

8. Mr. Metcalf was not sure if he wanted to hire Youa, but when he called her p______________ employers, they gave her such a good r______________ that he realized she had just been a little shy in her interview.

9. Prasath explained his past work experience in Thailand so well that the interviewer had a very clear idea of how his a________________ were appropriate for the new job.

SOME QUESTIONS YOU CAN EXPECT TO BE ASKED

Remember, the interviewer wants to know how you think and how you approach challenges - - to see if you and the organization are a good match.

What are your career goals, both short and long term? Why did you set these goals?

Why do you want this job?

What are you doing to achieve your goals?

How would you describe yourself?

What are your greatest strengths & weaknesses?

What achievements have given you the most satisfaction? Why?

Why did you choose this job?

How can you contribute to this company?

Will you relocate?

Do you work well under pressure?

Why should I hire you?

Why did you leave your last job?

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TARGET VOCABULARY

JOB INTERVIEWS 2

These are some of the vocabulary words you will see in this unit. Try to guess the meaning of the words from the sentence. Do not worry if you do not understand the exact meaning of every word. Just try to get an idea of the meaning. The last exercise in this unit will give you some practice in using the words.

1. Packaging
2. Plant
3. Record
4. Cancel
5. Demonstrated
6. Applicant
7. Warehouse
8. Promising
9. Can you handle it?
10. Go ahead!
11. We'll let you know.
12. Foreman
13. Potential
14. Motivation
15. Risk
16. Practice
17. Definitely!
18. Get moving!
19. Opportunity
20. Waste

THE INTERVIEW

Keodone Viengsay has a job interview at a packaging plant. It is his first job interview, and the place was very difficult to find. He is ten minutes late.

PRITCHARD PACKAGING PLANT

Keodone: Hello, I'm Keodone.

Receptionist: Yes? What can I do for you?

Keodone: I've come for the interview.

Receptionist: Which interview is that?

Keodone: For the job.

Receptionist: Which job?

Keodone: The job here at the packaging plant.

Receptionist: Mr. Keodone, we are interviewing for six different positions today. Exactly which job do you wish to interview for?

Keodone: Well, I can't remember what it is called, but I filled out an application form last week and a man called me and told me to come for an interview today.

Receptionist: And you don't know which job you want to interview for?

Keodone: No.

Receptionist: Well, let me look up your name in our application files and see if I can find out which job you applied for. How do you spell your name, Mr. Keodone?

Keodone: K - E - O - D - O - N - E

Receptionist: Let me see now...I don't have any current applications filed under "K" at all. When did you say you filled out your application form?

Keodone: Last week. I think it was Thursday.

Receptionist: Hmmm, that's strange. I don't see any record of it. Do you remember the name of the person who called you?

Keodone: No.

Mr. Williams: (Looking through the door from the next office) Linda, has Mr. Viengsay arrived for his interview yet? He's already fifteen minutes late. I think I'm going to cancel his appointment. I don't want to interview someone who thinks he can waste my time. There are plenty of other people interested in this job.

Keodone: I'm here! That's me!

Receptionist: You told me your name was Keodone!

Keodone: It is!

Mr. Williams: Well, are you Mr. Keodone or Mr. Viengsay?

Keodone: My name is Keodone Viengsay.

Receptionist: Well, why didn't you say so! I've just spent five minutes looking for your application in the "K" file, the phone has been ringing, there are other people waiting, and you didn't know which job you had come to interview for or who to ask for. Mr. Viengsay, are you sure you really want this job?

Mr. Williams: I'm sorry, Mr. Viengsay. I'm looking for someone reliable and well organized. I think you have just demonstrated that you are not ready for this kind of job. Linda, send in the next applicant.

Receptionist: Yes, Mr. Williams. Goodbye Mr. Viengsay! Mr. Xiong, Mr. Williams will see you now. Sorry to keep you waiting. Just go through that door over there.

Write a list of five things that Keodone Viengsay did wrong.

1.

2.

3.

4.

5.

What do you think he learned from his experience?

Write five sentences about what Keodone Viengsay will do next time.

Next time Keodone Viengsay has a job interview, he will...

1.

2.

3.

4.

5.

Blia Moua has a job interview at the Watson Warehouse. The manager asked him to attend an interview at 10:30 a.m. It is 10:15 a.m.

WATSON WAREHOUSE

Blia: Excuse me, I have come for an interview with Mr. Watson for a warehouse worker position. Could you tell me where I need to go?

Worker: Oh, you've come to the wrong warehouse. Mr. Watson has his office in that building over there.

Blia: Oh no! Thank you! *(Blia hurries over to the next building)* Excuse me, I'm looking for Mr. Watson. I'm here for an interview for a warehouse worker position.

Foreman: You seem out of breath! What's your name?

Blia: My name is Blia Moua. I went to the wrong building, and I had to run over here!

Foreman: Well, don't worry. You're still five minutes early. I'll tell him you're here.

Blia: Thanks.

The foreman goes into Mr. Watson's office.

Foreman: Bill, the next person is here. Poor guy! He went over to the warehouse by mistake and ran all the way over here so he wouldn't be late! Seems like a nice guy.

Bill Watson: That sounds promising. He must be serious about making a good impression. Tell him to come in.

Foreman: Mr. Moua, come on in. Mr. Watson's ready for you.

Mr. Watson: Good morning, Mr. Moua. Have a seat.

Blia: Thank you.

Mr. Watson: I see from your application form that you've never had any experience doing this kind of work before. What makes you think you can handle it?

Blia: I know how to handle heavy things. I am strong.

Mr. Watson: Umm, I'm not sure you understood the question. I want to know why you think you can do this job. Do you understand what a warehouse worker has to do?

Blia: No, I have never done this job. But you can see if I can do it after one week.

Mr. Watson: Well, I want to be sure that you can do the job before I give it to you. Tell me a little about yourself. What kind of work experience do you have?

Blia: I am a hard worker. I worked for IOM and UNHCR in Phanat Nikhom. I did case work preparation for them.

Mr. Watson: *(Laughing)* You did what where? Did you say you have done some work preparing packing cases? Was that in a warehouse? What were you putting into the cases?

Blia: Cases to go to the United States. To see if they used opium or had T.B. or if there were any problems.

Mr. Watson: Let me see if I understand you. You were preparing packing cases to go to the United States, and your job was to check if they had opium in them or were infected with T.B.? Well, that's a little bit different from what we do here! Let's see now, can you tell me why you want to work here?

Blia: I need to make money to support my family. I have nine children, and one of them is always sick and I am afraid that welfare will stop one day and then I will have to take care of the family on my own, so I need to get a job so that I can take my children to the doctor and I need to teach my wife how to drive. Right now, I can't afford to buy another car so I need to make some money.

Mr. Watson: Oh, I see! Well, now, can you tell me why you think I should hire you for this job?

Blia: Yes.

Mr. Watson: Then go ahead!

Blia: You can decide if I am a good man for this job. I can work hard for you if you want me to work here.

Mr. Watson: I see. Well, thank you very much Mr. Moua. We'll let you know. Goodbye.

Blia: Goodbye.

Do you think that Mr. Watson will give Blia Moua the job? Explain why. Complete one of the following sentences.

Mr. Watson will give Blia Moua the job because ______________________________

____

____

____

Mr. Watson will not give Blia Moua the job because ___________________________

____

____

____

To find out if Blia Moua got the job, read the conversation that Mr. Watson had with his foreman after the interview.

Foreman: Well, what did you think? Is Mr. Moua going to be our new warehouse worker?

Mr. Watson: I don't think so, Tom. That was NOT a good interview.

Foreman: Why? What was the problem? He seemed like a nice guy, and his English was good.

Mr. Watson: Well, his English was good, but we didn't seem to understand each other very well. He doesn't know how to answer questions in a job interview, and he doesn't know how to sell himself. I have a feeling that he could do the job well, but he didn't show me in the interview that he has the ability or potential to learn the job. I was willing to take a chance and hire him even if he didn't have relevant work experience, but I wasn't sure about his motivation.

Foreman: What do you mean?

Mr. Watson: Well, when I asked him why he wanted to work here, he told me he needed the money!

Foreman: I guess that's true. We all need the money, but it's not the right thing to say in a job interview.

Mr. Watson: That's right. Maybe this was his first job interview in the United States. He was talking about some place that I had never heard of, something about opium and packing cases! He needs to learn how to answer the questions properly. As I said, I think he could do the job well, but I can't take the risk. If he cannot understand and follow directions, it could be very dangerous in the warehouse.

Foreman: That's right! I don't want to be responsible for any accidents that happen because a worker doesn't understand instructions. It seems as if Mr. Moua needs to find someone to help him practice doing job interviews.

Mr. Watson: Definitely! A nice guy like that who seems very serious about working will never get a job until he has better interview skills. The competition is too high. There are lots of people looking for work right now. How many people are waiting to see me to interview for this job?

Foreman: Ten more today and another twenty-three tomorrow!

Mr. Watson: Oh well, I guess we'd better get moving.

Look at the questions that Mr. Watson asked Blia Moua. How would you answer them?

1. You don't have any experience doing this kind of work. What makes you think you can handle the job?

2. Do you know what this job involves?

3. Tell me a little bit about yourself.

____

____

____

____

4. What kind of work experience do you have?

____

____

____

____

5. Why do you want to work here?

____

____

____

____

6. Why should I hire you for this job?

____

____

____

____

You are luckier than Blia Moua! You have the chance to practice your job interview skills now so that you will know how to answer difficult questions when you get to a real job interview. Be sure that you know how to answer all of the fifteen questions that interviewers ask most often. Review the questions as listed below and prepare your answers to them. **BE READY!** Sometimes, the questions are asked in a different way. Listen carefully and do not be afraid to ask the interviewer to repeat the question. Then you can be sure that you will give a relevant answer. Practice asking and answering these questions with a partner. Make sure that you are ready for your interview. Don't be like Blia Moua! Don't waste a good opportunity to get a job.

THE FIFTEEN QUESTIONS MOST OFTEN ASKED AT INTERVIEWS

1. In what type of position are you most interested?
2. Why do you want to work here?
3. What jobs have you held and why did you leave?
4. What do you know about this company/job?
5. What are your ideas on salary?
6. Why do you want this kind of job?
7. Can you get recommendations from previous employers?
8. What interests you about this job?
9. Are you looking for a permanent or a temporary job?
10. How long do you expect to work?
11. Do you have any special abilities you want to tell me about?
12. Have you ever had your driver's license revoked?
13. Why should we hire you for this job?
14. How do you feel about working with a supervisor who is much younger than you?
15. Tell me a little about yourself.

Different Words - Same Question!

Sometimes employers will ask the same question using different words. This can be confusing. Maybe you practiced the answers to a question but the employer used different words in the interview and you did not use the answers you had prepared in advance. Look at the fifteen questions most often asked in interviews. Can you think of other words you could use to ask the same questions? Try!

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

GRAMMAR PRACTICE!

CONTRACTIONS

Look back at the conversations that Keodone had with the receptionist and Mr. Williams. There are many examples of contractions in the conversations. A contraction is when two words have been turned into one. For example, **I am** can be turned into **I'm**. We use the mark ' to show what has been done to the words, usually to show that there is a letter missing. What letter is missing in the contraction

I'm? ________________

How many contractions do you see in Keodone's conversations on pages252-253? Can you find 17?

Write a list of all the different contractions in the conversations and then write the words in full.

	Contraction:	Words in full:
1.	I'm	I am
2.		
3.		
4.		
5.		
6.		
7.		

How would you contract the following words?

	Words in full:	Contraction:
1.	I will	
2.	she would	
3.	they are	
4.	you will	
5.	they had	
6.	I am not	
7.	she did not	
8.	they will not	

9. cannot
10. could not
11. should not
12. who would?
13. what will?
14. that will
15. was not
16. would not
17. is not
18. does not
19. are not

Look at this short sentence. Are both the words contractions?

It's Peter's. If you write the sentence in full, will you write: **Is it Peter's?** NO!

Sometimes we use the ' mark to show that something belongs to someone or something. In this sentence, we mean that **it** belongs to **Peter**. **It** is **his**. Look at the following sentences and decide if they show a contraction or that something belongs to someone or something. Write a **C** at the end of the sentence if it is a contraction. Write a **P** if it shows possession, or that something belongs to someone or something.

For example:

The **weather's** hot today.	**C**	(The weather is hot today).
The **car's** lights are on.	**P**	(The lights belong to the car).

1. The car's very dirty!
2. The car's interior needs cleaning.
3. Your son's so naughty today!
4. My mother's going to call you.
5. My mother's phone is not working.

FOLLOW UP!

READING ASSIGNMENT

How was your interview? Do you think you got the job? How long will you have to wait before you find out? Did the employer tell you if he/she would call you, or write to you?

If you are looking for a job and you are attending quite a lot of interviews, it is **VERY IMPORTANT** that the employer knows how to reach you. Is there someone at your house all the time who can speak English? Do they know how to take a good telephone message? Maybe your job interview was very good. Maybe the employer wants to offer you the job. Maybe he calls your house to talk to you and you are not home. Maybe he calls back three or four times, but you do not get the message because there is no one at your house who can speak good English. Maybe the employer decides that he/she will not hire you because you did not return his/her calls. But maybe you did not even know that she/he was trying to call you. What you can you do to stop this from happening?

At the end of the interview, ask the employer when he/she is going to make a decision. You could ask a question like this: **"When can I expect to hear from you about this position?" "When will you be making a decision about this job?"** If the employer says, "Oh, we'll let you know," follow up with another question: **"Would it be O.K. if I called at the end of the week to find out if you have made a decision?"** This shows the employer that you are really serious about wanting the job. Make sure that everyone in your house or apartment understands how important it is to take good, clear messages. If your children usually answer the phone, teach them how to ask the caller for his or her name and write it down with the telephone number on a piece of paper that they will keep safely until you return.

Perhaps the employer says that he/she will let you know within two weeks. At the end of two weeks, you have not heard anything. You have taught your family how to answer the telephone and take a clear message, so you know that the employer definitely did not call. What will you do? **FOLLOW UP!**

Call and telephone the employer when you did your interview and which position you interviewed for. Explain that you were told you would hear who had been hired within two weeks, but that you have not heard anything. Ask if a decision has been made.

If the employer tells you that you will hear within two weeks, **DO NOT** call before the end of the two weeks.

What should you do if you are told that you have been hired? There are some questions that you need to ask:

1. **"Is there anything I need to do before I report for work?"**
2. **"What is the name of the person I should report to when I come in on the first day?"**
3. **"Where do I need to go on the first day?"**
4. **"What time should I be there?"**
5. **"Do I need to bring anything with me?"**

What should you do if you are told that you have not been hired? There are some questions that you need to ask:

1. **"Would you mind telling me why you decided not to hire me?"**
2. **"Could you tell me what I need to improve?"**
3. **"Do you think I was suitably qualified for the job?"**

If you do not get hired, do not be discouraged. Most people attend many interviews before they are successful in finding a job. Every time you attend an interview, you are getting excellent experience. Every interview gives you good practice and will help you to improve. Nobody can do something perfectly the first time. **REMEMBER! The job market is very competitive right now.** There are many people looking for work, so employers can choose from a lot of different people. Maybe your interview was excellent and the employer thought about hiring you, but there was someone just a little bit better than you. **NEVER GIVE UP!** The people who succeed are the people who keep trying.

Answer the following questions to see if you know about good FOLLOW-UP skills:

1. If the employer does not call you two days after the interview, you should call to find out if you got the job. **TRUE/FALSE**
2. Never ask the employer when she will decide who to hire. It is impolite. **TRUE/FALSE**
3. If you do not hear anything from the employer, it means that you did not get the job. **TRUE/FALSE**
4. If you do not get the job, you should ask the employer why so that you can do better next time. **TRUE/FALSE**
5. If you get the job, you should ask the employer questions so that you know exactly what to do on your first day. **TRUE/FALSE**
6. If an employer wants to offer you a job, she will keep calling you until she can reach you. **TRUE/FALSE**
7. If yo do not get the job, you should not interview for that kind of job in the future. **TRUE/FALSE**
8. If you do not get the job, you should think about your interview, make a list of the questions that were most difficult for you, and practice. **TRUE/FALSE**

Interviews are very difficult. It takes a lot of practice before you can be good at interviewing for jobs. Do you think you are good or bad at interviewing? Think about the interview you did last week. Try and remember what questions the employer asked you. Which questions were easy? Which questions were the most difficult? Write a list of the most difficult questions. Think about the answers you gave. How could you improve those answers? Work with a partner, help each other prepare better answers to the questions you found difficult. Next time, your interview will be even better! Good luck!

TEST YOUR VOCABULARY!

Look at the target vocabulary list for this unit. Find a word or words from that list that have a similar meaning to the following words:

1. He has a lot of potential; he should do well in the future.

OR:

He is a very p____________ employee.

2. Do you know how to do it?

OR:

Can ________________________?

3. Hurry up!

OR:

____________________________!

4. We will tell you later.

OR:

____________________________!

5. He showed me what he could do.

OR:

He ___________ what he could do.

6. The new job was a chance to get some local work experience.

OR:

The new job gave her the ____________ to get some local work experience.

7. It's O.K. for you to do it.

OR:

G________________________!

8. He doesn't seem very interested in doing that job.

OR:

He doesn't have much m____________ to do that job.

9. She was sick, so she called to say she could not go to the interview.

OR:

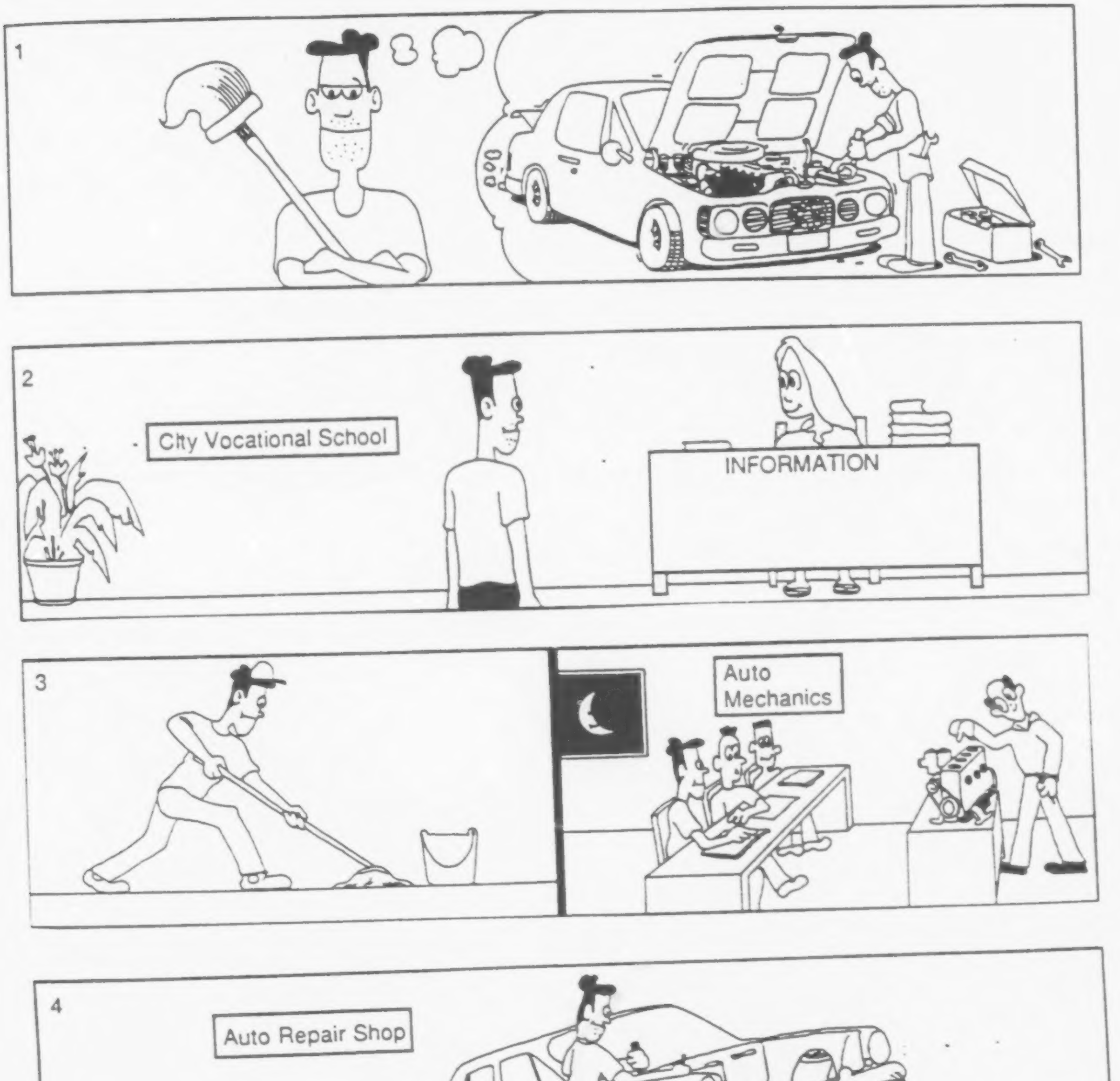
She called to c__________ the interview.

10. He did not practice or prepare for the interview, so there was no point in taking the time to attend. He could not answer the questions well.

OR:

Because he did not prepare for the interview, it was a w_________ of time.

CAREER PLANNING
WORK AND STUDY TOGETHER


1
2
City Vocational School
INFORMATION
3
Auto
Mechanics
4
Auto Repair Shop

TARGET VOCABULARY

CAREER PLANNING

These are some of the words you will see in this unit. Try to guess the meaning of the words from the sentence. Do not worry if you do not understand the exact meaning of every word. Just try to get an idea of the meaning. The last exercise in this unit will give you some practice in using the words.

1. Minimum
2. Reluctant
3. Immigrant
4. Respect
5. Advice
6. Successful
7. Advancement
8. Occupation
9. Requirements
10. Route
11. Direct
12. Responsibilities
13. Flexible
14. Realistic
15. Circumstances
16. Relevant
17. Suitable
18. Background
19. Stable
20. Promotion

CAREER PLANNING

CAREER LADDERS

IDEAS FOR DISCUSSION

Many people in the United States move from one job to the next as they climb their career ladders. Some people work at one job to make money while they are training or going to school to get qualifications for another job.

The most important thing in the United States is **WORK EXPERIENCE**. All employers want to know how much and what kind of work experience you have. The only place to start climbing a ladder is at the bottom. It is the same with jobs. If you want to get a good job, you must begin at the bottom and work hard to get up to the good job.

Many jobs have **minimum qualifications.** This means that you cannot apply for the job unless you have the qualifications listed on the job description. However, **WORK EXPERIENCE** is just as important, if not more important, than qualifications.

Many people believe that if they go to school and get a high school diploma or a two year college degree, they will be able to get lots of jobs that they could not apply for before. This is not always true. If you do not get some work experience at the same time as studying, it will still be very difficult to get a good job.

Employers want workers who understand what it is like to work in the United States. Even if you have a high school diploma or a two year college degree, if you do not have any work experience in this country, employers will be reluctant to hire you.

The best way to make sure that you climb up your career ladder as quickly as possible is to work and get some education at the same time. Many of the American people who came to this country as immigrants will tell you that this is how they moved forward in their lives.

Education does not only come from school. When we are adults, we can learn as much from other people and the world around us as we can from an ESL classroom. The Southeast Asian refugees who speak the best English in Fresno County are the people who have learned how to speak by going to school **AND** by going to work. When you go to work, you have the chance to practice what you have learned in the classroom in a real situation.

Do not be afraid to go to work. If your goal is to get a good education, going to work full-time or part-time while you study is one of the best things you can do to help yourself get to that goal.

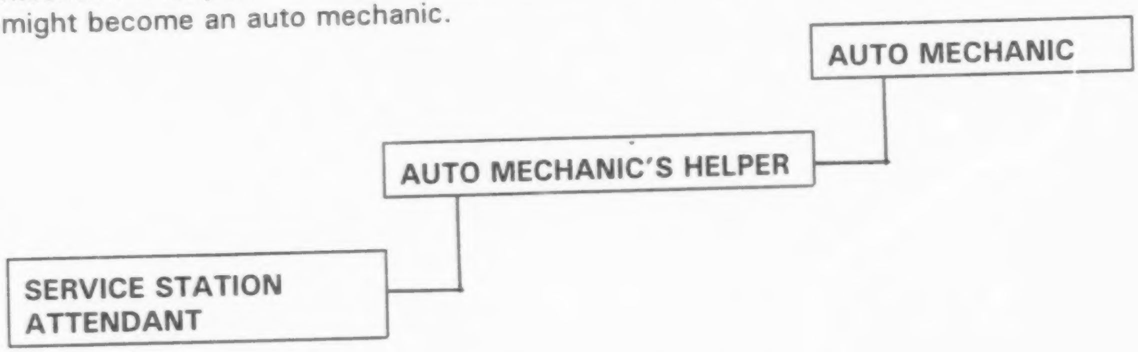
Do not be afraid to start at the bottom. One of the best things about the United States is that it is full of people who started at the bottom and worked their way up the ladder. People in the United States have a lot of respect for people who are willing to work hard; people who begin with nothing and finish with plenty. You can be successful in this country. Sometimes, it is a difficult ladder to climb, but there are many people who want to help you. Listen to their advice and look at other refugee and immigrant groups who have come to the United States. Think about how they became successful. We can learn from what other people have done.

Good luck climbing your ladder. Maybe it will take you a long time, but you can do it!

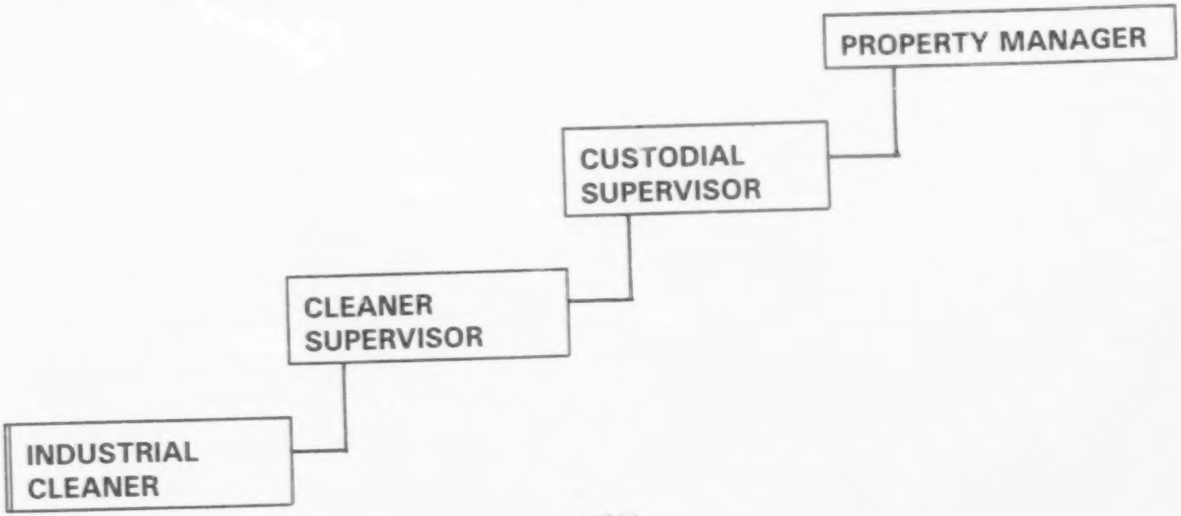
Look at the career ladders on the next page. Notice how each job requires experience in a job below it. Notice how the wages or salary are higher if you have more years of experience. Start climbing your ladder now! The sooner you start, the faster you will get to the top!

CAREER LADDERS

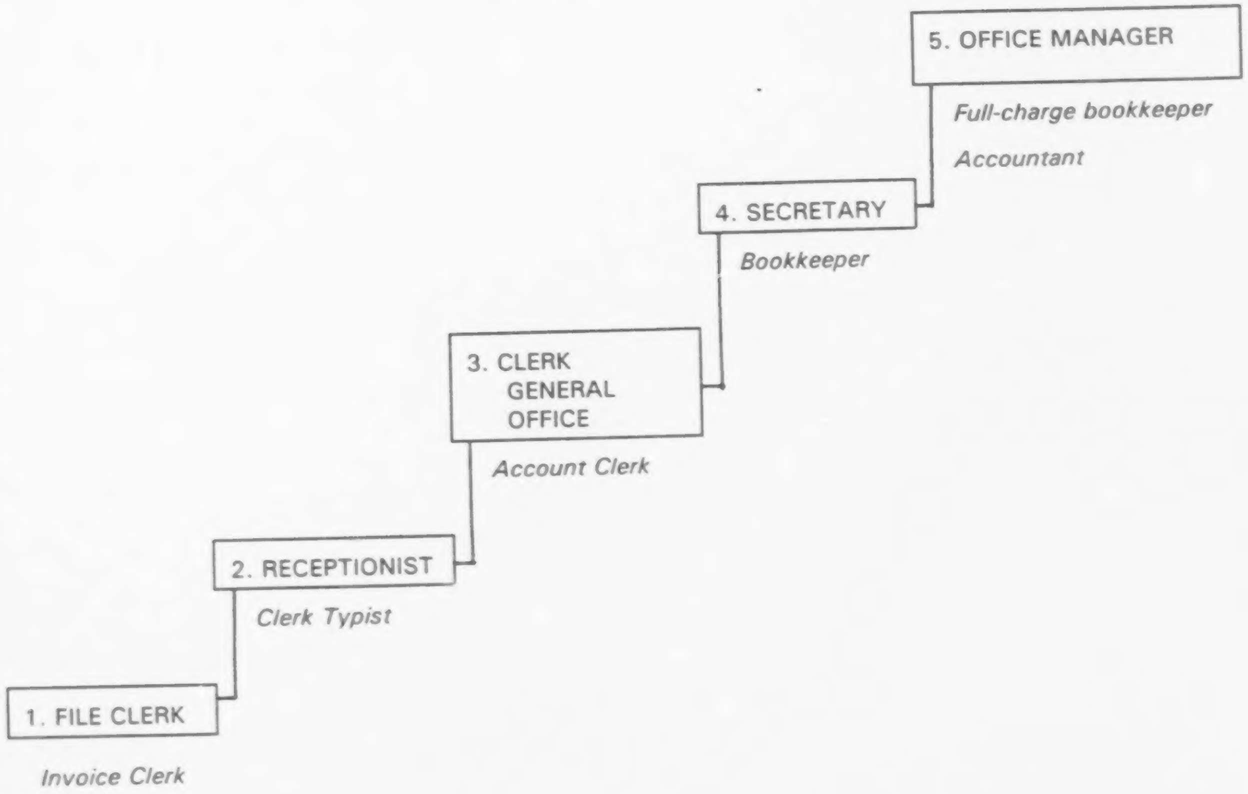
Career Ladders are the pathways of advancement whithin an occupational direction. That is, a person who wants to be an auto mechanic might begin working as a service station attendant. The next step might be to become an auto mechanic's helper. If he/she remains within the same career direction, he/she might become an auto mechanic.


AUTO MECHANIC
AUTO MECHANIC'S HELPER
SERVICE STATION ATTENDANT

Career Ladders may start within one occupation, and change to another. A person might begin working as an industrial cleaner (for $4.25 per hour). She/he may become a supervisor after one year. At that point, she/he may wish to apply for a custodial supervisor's job with one of the school districts. After working for the schools for five years, she/he may wish to work for a property management firm, managing workers who maintain apartments, etc.


PROPERTY MANAGER
CUSTODIAL SUPERVISOR
CLEANER SUPERVISOR
INDUSTRIAL CLEANER

CLERICAL


5. OFFICE MANAGER
Full-charge bookkeeper
Accountant
4. SECRETARY
Bookkeeper
3. CLERK GENERAL OFFICE
Account Clerk
2. RECEPTIONIST
Clerk Typist
1. FILE CLERK
Invoice Clerk

CLERICAL

The following are __usual__ requirements - **__there are exceptions:__**

1. **FILE CLERK/INVOICE CLERK**
Little or no typing (40 WPM)
Some 10-key
experience
Good basic math and spelling
Good appearance
Entry level
**Very limited labor market for this*

$4.25/hour
FT/PT
Starting salary/depends on

2. **Receptionist/Clerk Typist**
Typing 50 WPM +
Good English, grammar, & math skills
6 months to 1 year experience
Specialized abilities & skills, training, and/or work history

$4.25/hour
(+) PT/FT
Can be as high as $7.50

3. **Clerk General Office/Account Clerk**
Typing 45 WPM +
10-key (probably by touch)
1 year + experience
Specialized abilities & skills, training, and/or work history

$4.25 - 5.50/hr.
PT/FT
To start/depends on experience

4. **Secretary/Bookkeeper**
Typing 55 WPM + and/or ten key by touch
1 to 2 years experience
$9.00
Excellent grammar and/or main skills
Specific bookkeeping skills
Word processing and/or computer experience
Ability to work with little or no supervision
Excellent phone skills

$4.75/hr.
$5.75/hr. FT
Bookkeeper can be as high as

5. **Office Manager**
Full Charge Bookkeeper/Accountant
Ability to make independent judgements
Excellent bookkeeping/clerical skills
Excellent grammatical skills and/or math skills
Ability to negotiate & mediate decisions

$6.00
$10.00
FT

CONSTRUCTION

1. CONST WORKER II

- *Site cleaner/laborer*
- *Farm-setter helper*
- *Joint filler*
- *Mortar mixer*
- *Plasterer helper*
- *Stone unloader*
- *Grader*
- *Mold-maker*
- *Brick cleaner*

2. CONST. WORKER I

- *Caulker*
- *Roughpainter*
- *Laborer/bricklayerhelper*
- *Carpenter laborer/helper*
- *Fitter*
- *Fine grader*
- *Insulation worker*
- *Plumber helper*
- *Tile setter helper*
- *Electricians helper*
- *Sandblaster helper*

3. ESTIMATOR

- *Supervisor*
- *Crewboss*
- *Yard supervisor*
- *Glazier*
- *Bricklayer helper*
- *Carpenter helper/laborer*
- *Plumber*
- *Electrician*
- *Roofer*
- *Tile Setter*
- *Sandblaster*

4. CAMP MGR.

- *Superintendent*
- *Inspector*
- *Contractor*

5. OWNER/MGR.

- *Business*
- *Partner/owner*

CONSTRUCTION

1. **Construction Worker II/Laborer** — **$5.00-7.00/hr. Seasonal**
   Able to lift 50 lbs. +
   (May be as much as 100 lbs.)
   Work under supervision
   Perform repetitive tasks well
   Work closely with another worker or crew
   No allergies (to dust, etc.)
   Transportation (may need car)
   Ability to work seasonal, long hours, overtime, weekends/holidays
   Able to follow directions/instructions

2. **Construction Worker I/Caulker** — **$6.00-7.00/hr. Seasonal**
   6 months - 1 year +
   (Experience in specific area)
   Able to lift 25 lbs.
   Work closely with crew or individual
   Follow instructions/directions
   Transportation

3. **Estimator/Supervisor** — **$17.00/hr (+)**
   Usually requires 3 years + experience
   Transportation
   Able to measure (may need basic math & record-keeping skills)
   Ability to utilize required tools/equipments
   May be required to read blueprints
   Color-blind persons may be excluded for some jobs
   May be required to have CDL (to pick up parts)
   Should have tools (at least basic)
   May be required to supervise others
   Must be able to direct work of others
   Must be able to work independently

4. **Camp Manager/Superintendent** — **$1,800/mo. (+)**
   Should have had 3 + years in trade
   Able to estimate costs of labor & materials
   Should have good inductive & deductive reasoning
   Should be familiar with local building codes & regulations
   May need to supervise others
   May need to present & develop bids

5. **Owner-Manager** — **$2,000-3,000/mo. (+)**
   Business Partner-Owner
   Should have 5 + years in the trade
   Must have contractor's license

JANITOR
GROUNDSKEEPER
HOUSEKEEPER

3. OWNER-OPERATOR

Landscape Contractor

2. SUPERVISOR

Manager
Landscaper - Laborer

1. HOUSEKEEPER

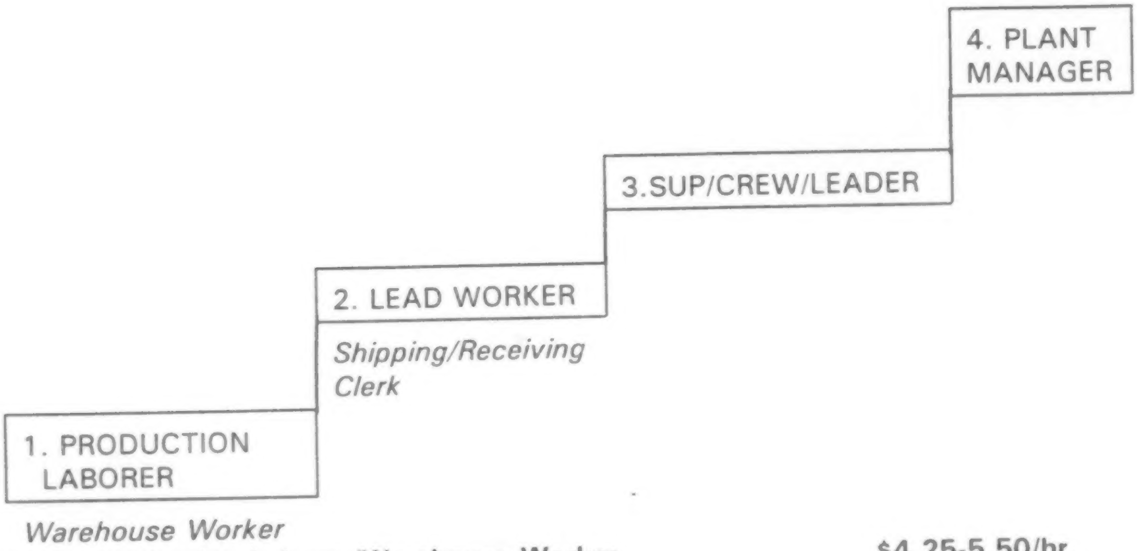
Janitor
Cleaner
Groundskeeper
*Might need driver's license and DMV printout

1. **Housekeeper/Janitor/Cleaner/Groundskeeper** — $4.25/hr.
   Able to lift heavy equipment (50 lbs. +) & material
   Able to operate buffer/waxer/stripper or lawnmower;
   edger, trimmer, blower, pick, shovel, hoe, etc.
   Can clean-up after a job
   Can work with little or no supervision
   Some knowledge of sprinkler repair, plumbing
   Electrical repair, painting, & building maintenance
   Working knowledge of plants, trees, and shrubs

2. **Supervisor/Manager/Landscaper-Laborer** — $5.00-6.00/hr.
   Can direct, train, design, and/or assign
   Able to work with/without a lot of public contact
   Able to operate a variety of equipment, including all related and mentioned in #1)
   Might need to be able to communicate in second language
   Familiar with codes, zones, and permits
   Able to hire, recruit, and fire; can make estimates of cost
   Can work independently with no supervision

3. **Owner-Operator/Landscape-Contractor** — $1,500-2,500/mo.
   Able to keep accurate records
   Basic bookkeeping skills; knowledge of tax procedures
   Marketing & public relations skills
   Able to outline tasks & delegate responsibility
   Can estimate costs, order supplies, calculate labor & overhead costs, purchase supplies
   Able to direct & coordinate work through subordinates
   May be required to possess state license as landscape contractor

PRODUCTION


4. PLANT MANAGER
3.SUP/CREW/LEADER
2. LEAD WORKER
Shipping/Receiving Clerk
1. PRODUCTION LABORER
Warehouse Worker

1. **Production Laborer/Warehouse Worker** — **$4.25-5.50/hr. FT/PT -Seasonal**
   Ability to lift 50 lbs. +
   Able to operate forklifts, weld
   Operate machines
   Able to stand, stoop, bend, & stretch
   Ability to follow directions

2. **Lead Worker/Shipping-Receiving Clerk** — **$5.00-6.00/hr.**
   Ability to work with others
   Good math skills/legible handwriting
   Can handle pressure, stress, deadlines
   Completes tasks quickly & efficiently
   Variety of specific job related SKAs
   1 to 3 years prior experience

3. **Supervisor/Crew/Leader** — **$5.50-7.00/hr.**
   Able to train and direct others
   Able to work closely with management and/or workers
   Schedule workers
   May hire/fire
   1 to 5 years experience in industrial setting
   Will complete reports and production records

4. **Plant Manager** — **$1,700-2,000 per month**
   Ability to analyze situations & solve problems
   Direct work of others
   Supervise supervisors
   Able to make major decisions & budget costs
   Complete reports

FOOD SERVICE

1. **BUS PERSON**
   - *Food Service/Worker*
   - *Counter Attendant*
2. **WAITER WAITRESS**
   - *Hostess*
   - *Cashier*
3. **CREW LEADER**
   - *Supervisor*
4. **ASST.MGR.**
5. **MANAGER**
6. **DISTRICT MGR.**
7. **REGIONAL MGR.**

FOOD SERVICE

The following...are usual requirements - *there are exceptions!*

1. **Bus Person/Food Service/Counter Attendant** — **$4.25/hr. FT/PT**
Transportation
Entry-level
Good appearance
Good basic math/some spelling
Usually work rotating shifts
Ability to stand all day & deal with public
Usually work under 40 hrs. per week

2. **Waiter/Waitress/Hostess-Cashier** — **$4.25/hr. FT/PT**
Good public contact skills/appearance
Able to handle fast pace & deadlines
Good basic math/spelling
Good listening skills/disposition
Able to stand for long periods
Able to work nights/rotating shifts

3. **Crew Leader/Supervisor** — **$5.00/hr. + FT**
1 year + experience
Ability to make independent decisions (hire/fire)
Handle stress & quick-paced activities
Able to direct and take control
Specific food service-related skills
Able to handle money and train others
Excellent appearance

4,5. **Assistant Manager/Manager** — **$5.00/hr.**
$6.50/hr. FT
Able to make independent judgements
Excellent appearance
Handle scheduling, ordering, and inventory
Knowledge of good personnel practices
Able to hire and fire, train staff, handle money
Handle stress and rapid pace
Solve customer and staff disagreements
Tactful, friendly, aggressive, resourceful
Report writing

6,7. **District Manager/Regional Manager** — **$1100-1400/mo.**
Able to supervise supervisors
Able to make major decisions
Able to budget and make projections and predictions; write reports

GRAMMAR PRACTICE!

Comparing Things That Have Something in Common

If two different things have something in common, it means that they are different things, but there is one thing about them which is the same.

When there is something the same about two different things, we can show the relationship between the two things by using the words:

as (adjective) as: For example:

*The tree is as **big** as the house.*

What are the two different things that have something in common?

1. the tree 2. the house

What is the thing that is the same about them?

They are the same size.

Look at these examples and answer the questions.

1. **Work experience is as important as qualifications.**

   What are the two different things that have something in common?

   1. ______________________ 2. ______________________

   What is the thing that is the same about them?

   ____

2. **Good communication skills are as necessary as education.**

   What are the two different things that have something in common?

   1. ______________________ 2. ______________________

   What is the thing that is the same about them?

   ____

3. **On the job training is as valuable as a vocational training certificate.**

What are the two different things that have something in common?

1. ______________________ 2. ______________________

What is the thing that is the same about them?

____

4. **The learning that you do when you are working is as useful as the learning that you do in the ESL classroom.**

What are the two different things that have something in common?

1. ______________________ 2. ______________________

What is the thing that is the same about them?

____

Write some of your own sentences to show that two things have something in common.

For example: application form/interview: difficult

Filling out the application form is as difficult as the interview.

1. interview skills/good pronunciation: important

____

2. career planning/setting short term goals: necessary

____

3. practicing for an interviews/doing research on the job: useful

____

PLANNING YOUR OWN CAREER

Where are you going?
How are you going to get there?
Will you be able to follow your plans step by step?
What will you do if something you did not expect happens?

MR. KEM PLANS HIS ROUTE

Mr. Kem lives on Sixth Street between East Tulare and East Ventura. He is going to study in the Oral VESL class at Fresno City College everyday from 8:00 a.m. to 11:40 a.m. His first class is on Monday. Mr. Kem is planning to drive to school. On Sunday, he thinks about the best way to get to school. The most direct way to get from Sixth Street to Fresno City College is to take Sixth Street north to Tulare. Traveling west on Tulare Avenue, you can enter Freeway 41 and drive north to the McKinley Avenue exit. Then you drive west to Fresno City College.

Mr. Kem knows that he must plan to arrive early because it is very difficult to find a parking place at Fresno City College.

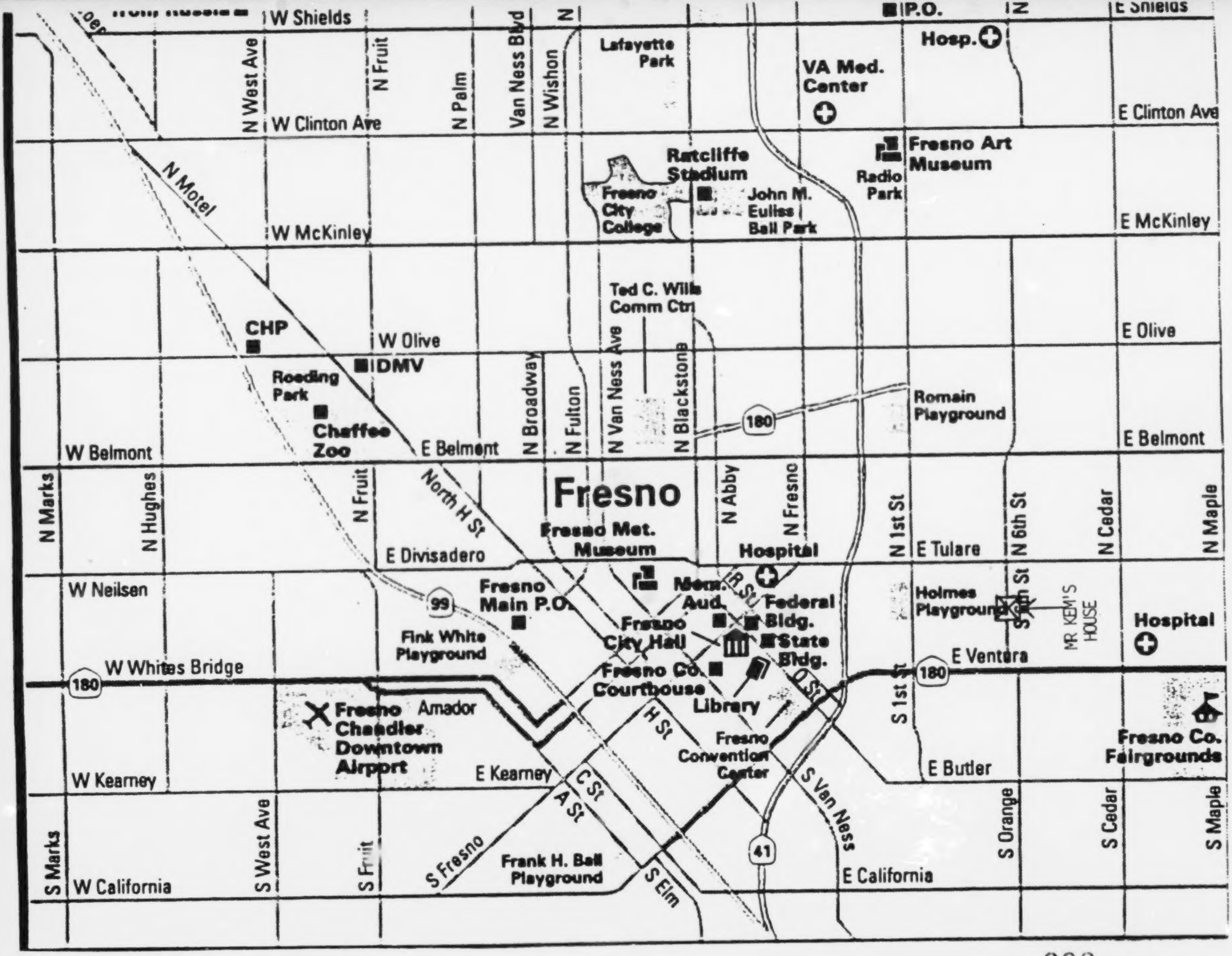
Mr. Kem is worried about his car. He has had a lot of problems with it recently, and he thinks that it might break down while he is driving on the freeway. If it breaks down on the freeway, it will be a big headache because it is dangerous and it will be difficult for him to call his friend to come and help him.

Mr. Kem is going to make another plan to get to school because taking the most direct route may be very difficult. In fact, it might not be possible for him.

Mr. Kem plans to take Sixth Street north to Tulare. He will drive west on Tulare to north First Street and drive north to McKinley; he will turn left, and drive west to Fresno City College.

Mr. Kem knows that it will take him longer to get to school this way because there are more stop lights, but he also knows that this route is better for him than the most direct route. If his car breaks down, he can call a friend to come and help him, he can ask a friend to give him a ride to school, he could take the bus, or he could even walk! He might face some problems and some delays when he takes this route, but he knows that he will be able to get to school eventually.

Look at the map on the next page. Use two different colored pens to mark the two different routes that Mr. Kem could take to get to school. How many stop lights will he face on each route? Mark them with a cross (x). Which route would you choose?


W Shields
E Shields
P.O.
Hosp.
Lafayette Park
VA Med. Center
N West Ave
N Fruit
N Palm
Van Ness Blvd
N Wishon
W Clinton Ave
E Clinton Ave
Ratcliffe Stadium
Fresno Art Museum
Radio Park
Fresno City College
John M. Euliss Ball Park
N Motel
W McKinley
E McKinley
Ted C. Wills Comm Ctr
CHP
W Olive
E Olive
DMV
Roeding Park
Chaffee Zoo
N Broadway
N Fulton
N Van Ness Ave
N Blackstone
180
Romain Playground
W Belmont
E Belmont
Fresno
N Marks
N Hughes
N Fruit
North H St
N Abby
N Fresno
N 1st St
N 6th St
N Cedar
N Maple
Fresno Met. Museum
E Divisadero
E Tulare
Hospital
W Neilsen
Fresno Main P.O.
99
Mem. Aud.
R St
U St
Federal Bldg.
Holmes Playground
MR KEM'S HOUSE
Hospital
Fink White Playground
Fresno City Hall
State Bldg.
Fresno Co. Courthouse
W Whites Bridge
180
E Ventura
180
O St
Library
S 1st St
Fresno Chandler Downtown Airport
Amador
H St
Fresno Convention Center
E Butler
Fresno Co. Fairgrounds
W Kearney
E Kearney
C St
A St
S Van Ness
S West Ave
S Fruit
S Orange
S Cedar
S Maple
S Marks
41
S Fresno
Frank H. Ball Playground
S Elm
E California
W California

291

292

293

MR. KIM PLANS HIS CAREER

Mr. Kim lives in Fresno. He wants to have his own business one day, but he knows that it is very difficult to be successful at running your own business in the United States. He wants to get some work experience and some education that will help him to have his own successful business.

Mr. Kim is planning to study and work to help him get to his goal. The most direct way for him to reach his goal is to go to school full-time and get a full-time job in production at the same time.

Mr. Kim knows that he must work and study very hard to get to his goal. He wants to get there by the most direct route, but he knows that this might not be possible. Mr. Kim is married with five children. Three of his children are not yet in school. If he goes to school full-time and gets a full-time job as well, he knows that this may cause problems for his family. He is teaching his wife to drive, and they are saving up to buy a second car, but he still has a lot of family responsibilities that he must take care of.

Mr. Kim plans to take a different route to his goal. It is less direct and will take him longer, but he knows that the most direct route might not be possible for him and his family.

Mr. Kim decides to take a full-time job as a production laborer. The wage is only $4.25 per hour, but he knows that he will still get some help from the AFDC program and that his whole family will still get Medi-Cal. While he is working full-time, Mr. Kim plans to enroll as a part-time student at Fresno City College to get a degree in either Industrial Arts and Technology, or Business Administration.

Mr. Kim's counselor explained that getting a degree in business administration with no work experience would not help him to get a good management job in business. He understands that work experience in the United States is as important as qualifications.

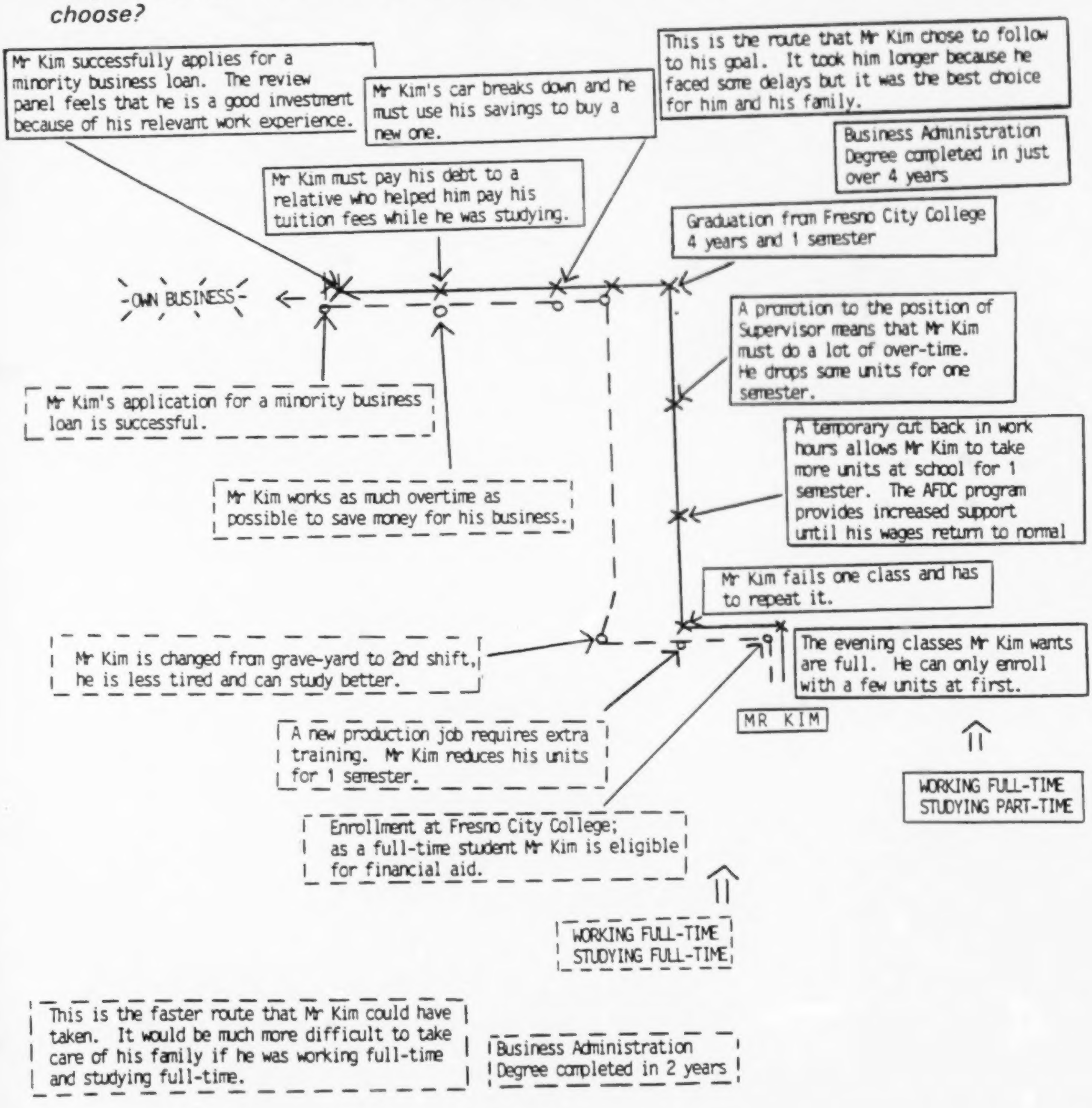
He also knows that it is very difficult for him to find a full-time job right now that will make enough money for him to support his family on his own. Some of his friends told him he should not get a job because he can make enough money to live on if he stays on welfare; then he can go to ESL classes in the morning and go to Fresno City College in the afternoon. Mr. Kim knows that he can speak enough English to get a production job and that he will learn more useful English by working than by going to an ESL class. Mr. Kim also thinks that he should try to support his own family as much as he can. He understands that welfare is for people who really need help; people who really cannot work.

Mr. Kim feels that he needs a little bit of help right now, but he also knows that he speaks enough English to get a job so that he can make some money to help his own family. Mr. Kim is very proud of the fact that he can work to help support his family. One day, he knows that he will not need any help from the welfare program.

Mr. Kim decides to take night classes at Fresno City College. It will probably take him at least four years to get his degree because he will be studying part-time;. While he is studying, he will be getting a lot of good work experience. This will help him when he gets a job as a business manager and also when he opens his own business.

Mr. Kim knows that he will face some "stop lights" on this route to his goal, but he knows that for him and his family, this route is better. He knows that he will get to his goal eventually.

Look at the two different routes below. Route 1 is a faster, more direct way to get to the goal of having his own business, but Mr.Kim still faces some delays or "red stop lights" if he chooses this route. Route 1 will also be more difficult for his family. Route 2 will take longer, and Mr. Kim will face lots of "red stop lights". However, he still reaches his goal and has more time for his family while he is doing it. Which route would you choose?



Mr Kim successfully applies for a minority business loan. The review panel feels that he is a good investment because of his relevant work experience.

Mr Kim's car breaks down and he must use his savings to buy a new one.

This is the route that Mr Kim chose to follow to his goal. It took him longer because he faced some delays but it was the best choice for him and his family.

Business Administration Degree completed in just over 4 years

Mr Kim must pay his debt to a relative who helped him pay his tuition fees while he was studying.

Graduation from Fresno City College 4 years and 1 semester

A promotion to the position of Supervisor means that Mr Kim must do a lot of over-time. He drops some units for one semester.

Mr Kim's application for a minority business loan is successful.

A temporary cut back in work hours allows Mr Kim to take more units at school for 1 semester. The AFDC program provides increased support until his wages return to normal

Mr Kim works as much overtime as possible to save money for his business.

Mr Kim fails one class and has to repeat it.

Mr Kim is changed from grave-yard to 2nd shift, he is less tired and can study better.

The evening classes Mr Kim wants are full. He can only enroll with a few units at first.

A new production job requires extra training. Mr Kim reduces his units for 1 semester.

WORKING FULL-TIME
STUDYING PART-TIME

Enrollment at Fresno City College; as a full-time student Mr Kim is eligible for financial aid.

WORKING FULL-TIME
STUDYING FULL-TIME

This is the faster route that Mr Kim could have taken. It would be much more difficult to take care of his family if he was working full-time and studying full-time.

Business Administration Degree completed in 2 years

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PLANNING YOUR OWN CAREER

If you are going to be successful, it is very important that you have a clear idea of how you are going to reach your goal.

YOU MUST HAVE A PLAN.

YOU MUST BE READY TO CHANGE YOUR PLAN IF YOU MEET A PROBLEM. BE FLEXIBLE!

YOU MUST BE DETERMINED TO FOLLOW YOUR PLAN EVEN IF IT IS VERY DIFFICULT.

YOU MUST BE READY TO TAKE ADVICE FROM PEOPLE WHO CAN HELP YOU.

YOU MUST BE READY TO LISTEN TO PEOPLE WHO UNDERSTAND MORE THAN YOU DO ABOUT HOW TO BE SUCCESSFUL IN THE UNITED STATES.

ARE YOU READY?

Look at Mr. Kim's plan. It took him a long time to reach his goal, and he had to work and study very hard, but he got there in the end. You need to make your own plan.

Step 1:

DECIDE ON A REALISTIC LONG TERM GOAL.

You should do a lot of research before you decide on your long term goal. It is very foolish to decide to be an auto mechanic if the job market for auto mechanics in Fresno County is very bad. It is a waste of time to get a lot of training if you will not be able to find a job at the end of it.

Step 2:

LIST ALL THE EDUCATION AND TRAINING REQUIREMENTS YOU WILL NEED TO REACH YOUR GOAL.

Step 3:

DECIDE HOW LONG YOU THINK IT WILL TAKE YOU TO COMPLETE THESE EDUCATION AND TRAINING REQUIREMENTS.

Think about your circumstances. Can you go to work full time and study full time? Can you go to work full time and study part time? What can you do to help your family and help you to reach your long term goal at the same time? If you are male and your wife cannot drive, maybe you can teach her? Maybe help your wife to learn a little English? Perhaps take advantage of the chance to have GAIN supported child care for your young children so that your wife can study or work and get some skills. Think about how you and your husband or wife can work together as a team to help each other and the family. Put all of these things on your plan with a date.

Step 4:

LIST THE WORK EXPERIENCE YOU THINK YOU WILL NEED TO HAVE BEFORE YOU CAN REACH YOUR GOAL.

Show on your plan the kind of jobs you want to have while you are working toward your goal.

Step 5:

DECIDE HOW LONG YOU THINK IT WILL TAKE YOU TO GET THIS WORK EXPERIENCE.

Put dates to show how long you will work in each position.

Step 6:

DRAW A MAP LIKE MR. KIM'S TO SHOW WHICH ROUTE YOU ARE GOING TO TAKE TO REACH YOUR GOAL.

Your route may not be a straight line. Maybe it will have a lot of turns and steps in it. Everybody's plan will look different. Each person has different circumstances that will affect their plan.

REMEMBER! **BE REALISTIC!**
RESEARCH THE JOB, TRAINING, AND WORK EXPERIENCE REQUIREMENTS!

REMEMBER! and Qualifications and training are not enough! You **must** have recent, if possible, **relevant** work experience in this country if you want to reach your goal.

WORK AND STUDY AT THE SAME TIME IS THE KEY TO SUCCESS!

* * * * * * * * * *

My long term goal is:______________________________

I want to reach my long term goal by:________________________

My name is:____________________________________

The date is:____________________________________

CAREER PLANNING

MOVING FORWARD

A. I just got a new job.

"As for me, I just got a new job two weeks ago. This is a full-time job. I work as billing clerk in a textile company. I worked and had trained in the same company. I am learning how to operate a computer. I think this is a suitable job. Now let me tell you about living in Los Angeles; some people are very friendly and some are indifferent. I think everywhere in the world, there are good people, also bad people. Do you agree with me?"

Los Angeles, CA

B. I have good news.

"I have good news to tell you. I've just got a new job better than mine before. It is a full-time job to help my people who have mental and medical problems. It is the same place as before, what they call Community Outreach. I like this job very much. I didn't think I can get this job because 16 Cambodians applied for this job. They speak fluently and the hospital only needs one. Fortunately, I got it. Why I am hired, what I know is I have my background. I have experience teaching the students."

Warwick, RI

C. I got another job.

"Since my family came to America as immigrants, we didn't have any welfare. Luckily, my younger brother and I got a job as mail sorters. Two weeks after we arrived in the U.S. I began to study from 8:00 a.m. to 3:00 p.m. in Abram Friedman Occupational Center and worked from 3:00 p.m. to 9:00 p.m. In September, I got another job. I worked as a clerk typist with the department of Public Social Services. I studied accounting in the evening in a college. My older brother is studying to be a technician in the electronics department. He attended adult high school since November 1986 and is going to graduate in March 1987. My parents also have jobs, although their salaries are not that high. However, the life of the family is stable now. We don't feel so anxious now as we did in the first few weeks of our arrival in America."

Place Unknown

D. I just got a promotion.

"As you know, I started to work with the American Red Cross one month after we arrived in the U.S. I just got a promotion to another position at the National Headquarters, Personnel Office, Red Cross in D.C. I am now a permanent employee and my pay grade is $15,000 per year. I am busy working because my job requires good English and writing skills. So, to handle it, I had a hard time to start with."

Burke, VA

TEST YOUR VOCABULARY!

Look at your Target Vocabulary list. Match words form that list with the following clues to complete the crossword puzzle on the next page.

ACROSS:

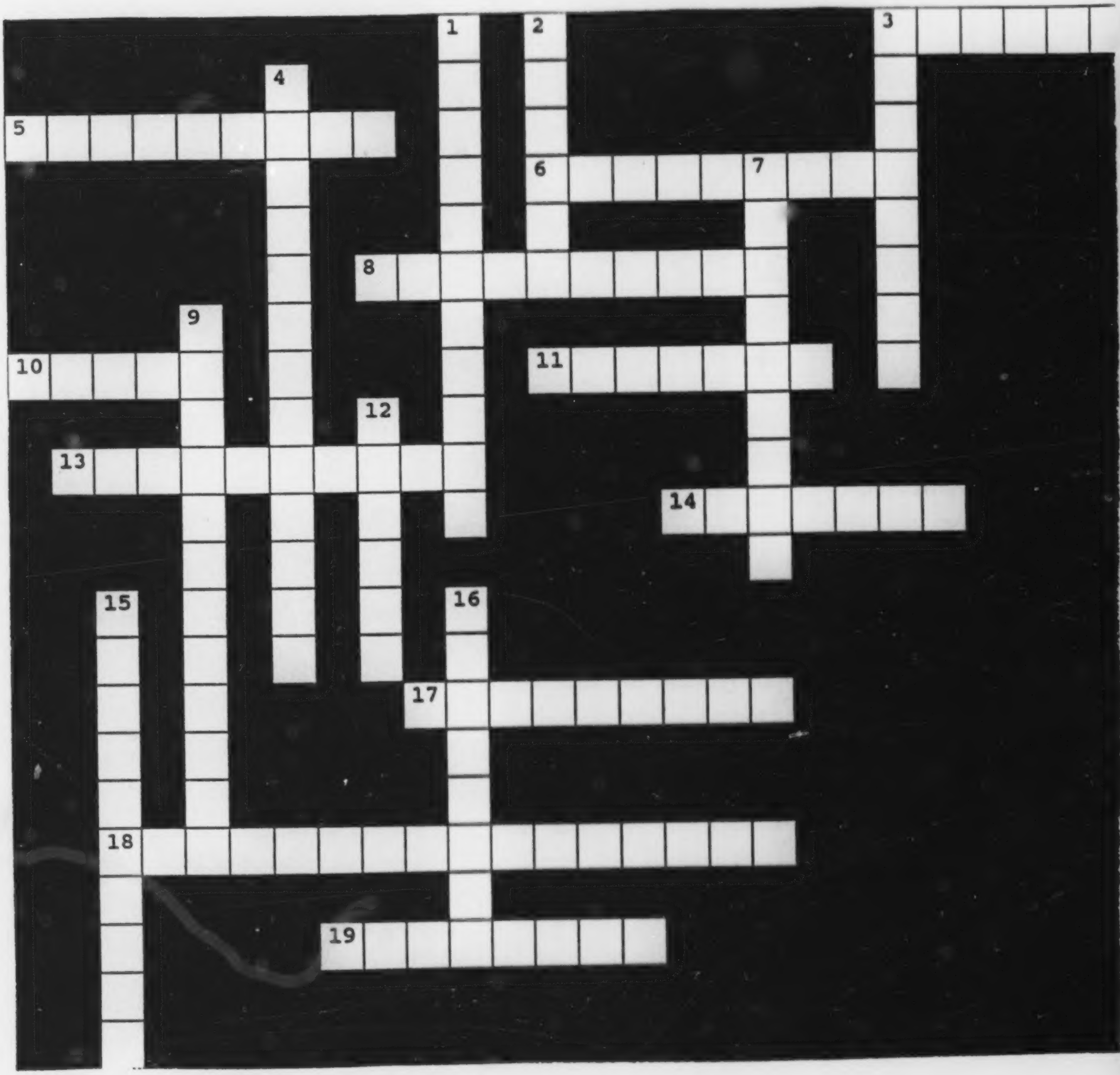
3. Not going to change; steady.
5. Getting a better job.
6. U.S. resident from another country.
8. If you do something well as you had planned, you are ____________________.
10. The path that you will take.
11. When you think highly of someone, you ______________ them.
13. The kind of work that you do.
14. The least that you can have.
17. If you understand what is possible, you are ______________.
18. Things that you must do.
19. When you talk about something that is related to the job you are applying for, it is ____________________.

DOWN:

1. Moving forward.
2. Helpful words.
3. It is the right thing.
4. The situation you are in.
7. When you don't want to do something, you are ______________ to do it.
9. What you must have to apply for the job.
12. Go straight there.
15. Information about you in the past.
16. You are ready to change your mind if you are ____________.

CAREER PLANNING

TEST YOUR VOCABULARY CROSSWORD PUZZLE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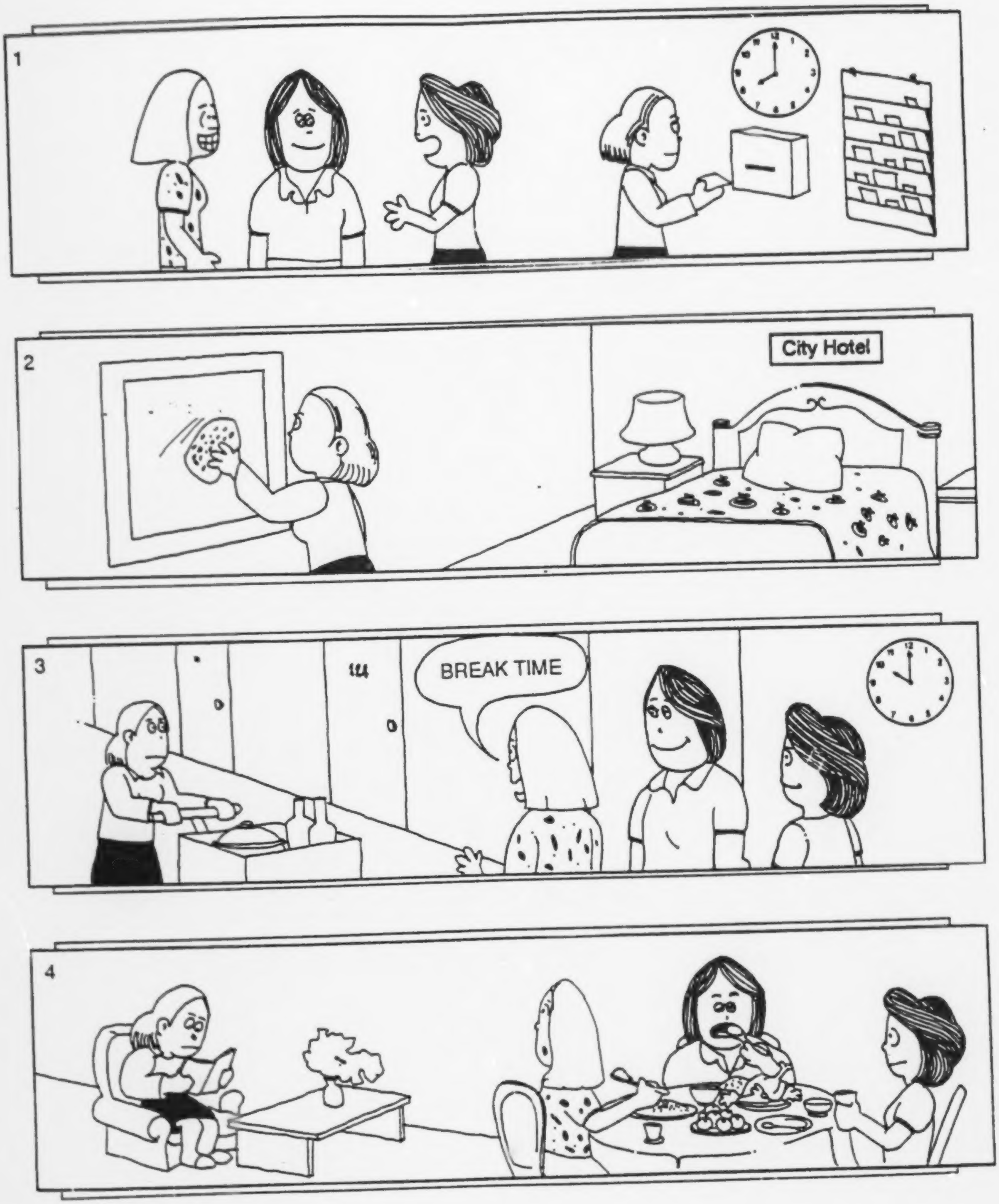
ON THE JOB RELATIONSHIPS


1
2
City Hotel
3
BREAK TIME
4

TARGET VOCABULARY

ON THE JOB RELATIONSHIPS

These are some of the words you will see in this unit. Try to guess the meaning of the words from the sentence. Do not worry if you do not understand the exact meaning of every word. Just try to get an idea of the meaning. The last exercise in this unit will give you some practice in using the words.

1. Co-worker
2. Respect
3. Encourage
4. Set a good example
5. Appropriate
6. Inappropriate
7. Hardship
8. Work station
9. Give me a hand!
10. Reliable
11. Cooperate
12. Gossip
13. Neat
14. Orderly
15. Well groomed
16. Jealous
17. Instructions
18. It keeps you going!
19. Unsociable
20. Irritate

ON THE JOB RELATIONSHIPS

READING ASSIGNMENT

Mai Yang works in a hotel as a housekeeper. She has five children. During the day, three of her children go to school and two go to day care. Her husband is studying GED in the GAIN program. They have only been in the United States for six months. Soon after they arrived, her husband took a test called the CASAS, to find out how good his English was. He scored very high on the test, so GAIN decided to support him to do his GED class right away.

Mai must be at work by 6:00 a.m. every morning, so her husband takes her to work while his cousin watches the children. It takes him 45 minutes to drive Mai to the hotel where she works and then return home. He gives the children their breakfast and gets them ready for school. Then he takes the two small ones to day care and the three big ones to school. Then he goes to his GED class from 8:00 a.m. to mid-day.

Mai finishes work at 3:00 p.m. Her husband comes to pick her up after he has picked up the big children from school. They drive home, and then Mai takes the car to pick up the two youngest children from the day care center. She watches the children and prepares dinner while her husband does his homework. After dinner, she goes to an evening class to learn some more English. It is Tuesday evening, and Mai has just returned from her class.

* * *

Mai Yang: My teacher said that if we go to work, we should try to speak English with our co-workers. He said that is the best way to learn English quickly.

Blong Yang: I think he is right. All my teachers in Thailand told me the same thing. They said that talking to Americans is the best way to learn fast.

Mai Yang: But I am shy to talk to my co-workers. They always talk about things I don't understand. Things about television and their husbands. I usually take my English book to work and study when they take a break. My teacher said that I could learn more from my co-workers than from my book. I don't understand why. My co-workers are not teachers. They don't know how to help me learn English.

Blong Yang: Are your co-workers friendly? Can you talk to them?

Mai Yang: I don't know. If they talk to me, I usually look down and don't say anything. I am afraid they will laugh at me if I make a mistake.

Blong Yang: Mai, we waited to come to the United States for twelve years in the refugee camps in Thailand. Do you remember when we used to talk about if we would have the chance to come here? My parents did not want us to come, and we respected them and waited because we thought they were older and wiser. We want our children to respect us. We want them to see that we know how to be strong Hmong Americans. We have to learn many things so that we can teach our children. They are already asking why I do not have a job. They understand that the best thing any person can do in this country is work hard to take care of themselves. Our children will follow us. If we do not show them a good way, we will have problems. If the children see that you do not want to talk to Americans, they will copy you.

Mai Yang: But what if my co-workers laugh at me?

Blong Yang: Many bad things happened to us in Thailand. We have suffered a lot already, and now we are very strong. One small thing like someone laughing at us cannot hurt us.

Mai Yang: So you think I should try to talk to them? Do you really think it will help my English?

Blong Yang: My GED teacher says that the best way to learn English is to practice listening to English, reading and writing English, and speaking English. She told me that if you do not have the chance to practice outside of the classroom what you have learned in the classroom, you will forget 50% of everything. She says that it is best to speak to Americans so that we can learn a good accent. She told me that many people can learn how to read and write English quite well from books, but the most important skill in America is speaking English. I think she is right. I think you have a good opportunity to practice your English at work. Then you can get two things from your job: 1) work experience so that you can get another, better job, and 2) improve your English at the same time! I think you are luckier than me! You have the chance to get work experience, study, and practice English with Americans all at the same time!

Mai Yang: I don't feel so lucky. I just worry all the time about the children. I am afraid they will turn into bad kids and become gangsters like my cousin's kids. I don't like to be away from them all day.

Blong Yang: If we can learn English and get better jobs, then we can move away from this neighborhood. We can help the kids at school and encourage them to study hard so that they can go to college. Your sister has nine kids and five of them are already in college. She says she is going to be rich when she is old because her kids will all have good jobs and they can take care of her! I think she is right. Your sister and brother-in-law work very hard and I think their kids see that and follow their parents. Your niece told me that she wants to get a good job so that her Mom won't have to work so hard anymore. I think your sister and brother-in-law set a very good example for their kids. I think we should do the same.

Mai Yang: If you really think it is a good idea, I will try to talk to my co-workers. I hope they will be friendly.

WHAT HAPPENED?

The next day, Mai Yang went to work and noticed that her co-workers were talking about their kids. She had a picture of her kids in her purse. She took it out and showed it to one of her co-workers. The woman asked how old they were. In her English class the night before, Mai Yang had learned how to explain what grade her children were studying. She told her co-workers how old each child was and then tried to remember what she had learned in her class. When she finished, she suddenly understood what her teacher had been trying to explain. **She realized that using her English in a real situation gave her the best practice.** She had made a lot of mistakes when she was explaining about her kids. Some of her co-workers laughed a little bit, but they also corrected her and Mai Yang did not feel that they were trying to be mean to her. She decided that talking to her co-workers would help her English a lot.

ON THE JOB RELATIONSHIPS

Questions for Discussion

1. What do you think about Mai and Blong Yang's schedule? Each day is very busy for them. Would this work in your family?
2. Mai Yang goes to work and Blong Yang goes to school. What do you think about this?
3. If Mai Yang is working as a housekeeper and her husband is going to school, how can they afford to have two children in a day care center?
4. What do you think about what Blong Yang says? What is the best way to keep kids out of gangs?
5. How many of your children do you think will go to college? How are you going to help them get there? Make a list of five things you can do tho help your kids do well in school.
6. Do you think that Mai Yang will learn English more quickly because she talks to her co-workers?
7. How long will it take Blong and Mai Yang to get better jobs and move away from that neighborhood?

GRAMMAR PRACTICE!

THE PRESENT SIMPLE TENSE

1. **Mai Yang works in a hotel as a housekeeper.**

   Does Mai Yang have a job at the hotel at the moment? **YES**

2. **She has five children.**

   Does she always have five children? **YES**

3. **Three of her children go to school and two go to day care.**

   Do the children go to school and day care regularly? **YES**

4. **Every morning her husband takes her to work.**

   Does her husband take her to work every day? **YES**

All four of these sentences use the present simple tense. If someone from another country who was learning English asked you to explain when it is appropriate to use the present simple tense, how would you use these examples to show them some of the rules?

Read the story about Mai Yang and Blong Yang again. Underline all the examples of the present simple tense and then see if you can write some general rules which explain when and how you can use the tense correctly. Make up some sentences to give examples of your different rules.

RULES FOR USING THE PRESENT SIMPLE TENSE

TALKING ON THE JOB

Place a check ( ) by the sentences which you think are **appropriate** to say when you are at work. Put a cross (x) by the sentences which you think are **inappropriate** things to say at work.

1. ________ **Employee to Employer:**
"Hey, what do you have for me to do today?"

2. ________ **Employee to Employer:**
"I am going to take 3 days of vacation next week; just thought I would let you know."

3. ________ **Employer to Employee:**
"Get back to work; there is no time for lunch today, folks."

4. ________ **Employee to Employer:**
"Excuse me. My mother has become ill and if you think it would not put a hardship on the other office staff, I would like to be able to take two vacation days; Thursday and Friday of this week."

5. ________ **Employer to Employee:**
"We have three visitors coming from the head office tomorrow. Do you think you could take a bit of time this afternoon to make sure the place looks clean and tidy?"

6. ________ **Employee to Co-worker:**
"If you could get at least one thing right today, maybe we can get this finished and keep up with the others!"

7. ________ **Employee to Customer:**
"I'm sorry that we got your order wrong. We certainly made a mistake. We will make sure that it won't happen again and I am sure you'll be satisfied with our service in the future."

8. ________ **Employee to Employer:**
"I can't believe that you waited until 4:45 p.m. to give me the most important letters of the day!"

9. ________ **Employee to Employer:**
"If you had better equipment, we could get the job done quicker!"

10. ________ **Co-worker to Co-worker:**
"I see you don't have too much to do at your work station right now. Do you think you could give me a hand with this big group I have to serve?"

11. ________ **Co-worker to Co-worker**
"Hey, man! Can't you see I need some help?"

A Good Worker

* * *

A good worker is reliable,

honest,

admits mistakes,

does not blame others,

sticks to the job;

A good worker is friendly,

cooperates with supervisors,

controls temper,

is happy;

A good worker is polite,

does not gossip or nag,

does not snap at people,

says "thank you", "please", "excuse me";

A good worker is neat,

keeps work place orderly,

does neat and orderly work,

keeps self well-groomed.

CASE STUDIES

A. What Would You Do? Write your answers.

1. Tuan works in a restaurant on the weekends. He is a busboy. He is 21 years old. His supervisor is 18 years old. Tuan doesn't like to take orders from his supervisor. Tuan thinks that younger people should respect older people. He gets angry when his supervisor orders him to do something.

2. Blia has worked in a small factory for six months. She works hard, but never talks to anyone. She likes her boss. Her boss taught her to do many jobs. The boss said Blia will become a supervisor soon. The other workers are jealous.

3. Somkhit is a construction worker. He works with many Americans, but only one other Southeast Asian. Somkhit's English is very good, but at lunch time, he always sits and eats with his Southeast Asian friend. The American workers complain. They can't understand Somkhit's language and they think his food smells bad.

ON THE JOB RELATIONSHIPS

A.

"At work during break time, I tried to get away from people who work with me so that I can study or read my GED books even though they called me 'unsociable girl'. I didn't care what they said. They are worthless girls and talk about worthless things. Some of them are very young and have been housekeepers for three years. When they saw me studying alone, they said, 'Do you try to get out of being a housekeeper?' I said, 'Sure, I'll do it sooner or later.'"

Broken Arrow, OK

B. I don't ask questions.

"When I have a job, I have some difficulties because Americans get angry easily. They don't understand that my answer is slow. They think I want to irritate them. I make them angry, so I don't ask questions."

Worcester, MA

C. I feel I'm missing something.

"On the break time, everyone has a newspaper in their hand. They read quietly and drink bitter black coffee. They said, 'It keeps you going!' I asked a lady if she read any good news; she said, 'Oh, just old junk; every day like the other!' I was quite unhappy to hear that there was nothing new to her. When it is time to go home, they just go. I felt I miss something every day, but I don't know what and I don't know what I should do."

St. Paul, MN

D.

"I work with Americans. My company takes pictures of schools. It's not a heavy job. The only difficult thing is to understand all the instructions in the paperwork and understand what my boss wants me to do."

Orange County, CA

E. It's hard to avoid jealousy.

"My leader is one year older than I am. She has taught me how to do a good job, how to organize things in order to make the work go well, and how to solve problems quickly. She depends on me very much. Sometimes, I'm proud of myself, that I can do such things, but it's hard to avoid jealousy from the other workers. I've been trained to do many jobs, even though I've worked only six months."

Santa Ana, CA

F. I hate my boss.

"I love my work, but I don't enjoy it. The problem is I don't like my boss, or a more accurate word: I hate her. She's so...I don't think I can use a fitting word for her and make you see what she's like. Well, she's O.K. sometimes or maybe 1/100 of the time. It's almost impossible to find an O.K. boss. I mean her. Every day, if she doesn't pick on me, she picks on someone else. So you see, it is not only me who had bad feelings about her. She gives everyone a hard time. She is a person who thinks just a little. What would you do if you were in my position? Should I quit right now, or should I be more patient until patience is gone?"

Santa Rosa, CA

Questions:

1. What do these Southeast Asians think about their American co-workers?
2. Why is it important to be friendly at work?
3. How can you be successful at work?
4. Why should you ask questions?

TEST YOUR VOCABULARY

Look at your Target Vocabulary list for this unit. Find appropriate words from the list to complete these paragraphs:

Finding and keeping a job in the United States can be very difficult. Many new immigrants report that American ______________ can be hard to make friends with. All workers find it unpleasant when their co-workers g___________ and are j__________ and say unkind things. It is much nicer to work with people who have r___________ for others and who e__________ you when you are finding the work difficult. Remember to follow the people who _____ _____ _____ __________, and not those who have a bad attitude to work!

The way you look when you go to work says a lot about your attitude to the job. Employers expect you to dress in an __________ way for the job that you are doing. Even if you do not have any contact with the public, you are still expected to be _______________. Both your clothes and your hair should be clean and __________.

Employers like workers who are r__________ and who know how to follow i__________ and c__________ with other workers. It is important to work hard at developing good "on the job" social skills. This is something that most new workers do not think about in advance. Be prepared!